

Capital Expenditure Request Cover Sheet

Project Title	_____
Request Date	_____
Department	_____
Requested By	_____
Project Purpose / Description	
Total Amount Requested	_____
Estimated Start Date	_____
Estimated Completion Date	_____
Funding Source	_____
Related Project(s)	_____
Cost Breakdown	<ul style="list-style-type: none">• Equipment: _____• Installation: _____• Other: _____• Total: _____

APPROVALS

Project Owner	Signature: _____	Date: _____
Finance Review	Signature: _____	Date: _____
Management Approval	Signature: _____	Date: _____

IMPORTANT NOTES

- All capital expenditures require prior approval before initiating purchases or contracts.
- Attach supporting documents and cost justifications as necessary.
- Ensure all sections are completed for efficient processing.
- Keep a copy of this cover sheet for department records.
- Refer to company capital expenditure policy for eligibility and thresholds.