

Capital Expenditure Release Request

Request No.	_____	Date	_____
Department	_____	Project Name	_____
Requester Name	_____	Project Manager	_____

1. Project Description

Brief Description	_____		
Purpose / Objective	_____		
Location	_____	Expected Start Date	_____
Estimated Completion	_____	Justification (if any)	_____

2. Capital Expenditure Details

Item Description	Quantity	Unit Cost	Total Cost
_____	_____	_____	_____
_____	_____	_____	_____
Grand Total			_____

3. Funding Source

Budget Code / Account	_____
Available Budget	_____

4. Approval Signatures

Requested By	_____
Date:	_____
Department Head	_____
Date:	_____
Finance Approval	_____
Date:	_____
Director / GM Approval	_____
Date:	_____

Important Notes:

- All capital expenditure requests must be supported by sufficient justification and details.
- Ensure the request aligns with the approved annual budget and business objectives.
- All supporting documents, quotations, and cost breakdowns should be attached with this request.
- Approval from all required authorities is mandatory before any expenses are incurred.
- Incomplete forms may result in delays or rejection of the capital expenditure request.