

Capital Expenditure Budget

Department: _____

Item #	Project / Asset Description	Justification	Estimated Cost	Priority	Planned Purchase Date	Remarks
1	High-Speed Scanner	Increase efficiency in document processing	\$3,500	High	2024-09-10	For central admin office
2	Workstation Upgrade	Support new design software requirements	\$7,200	Medium	2024-11-20	Design department
3	Conference Room Equipment	Enhance remote collaboration capabilities	\$5,000	Medium	2025-01-15	
4	Server Replacement	Replace outdated server; reduce downtime risk	\$12,400	High	2024-12-05	IT department
Total			\$28,100			

Important Notes:

- Capital expenditure budgets support long-term investments in fixed assets.
- All estimates should be based on reliable vendor quotations wherever possible.
- Justification and priority help in overall planning and resource allocation.
- Budget revisions require appropriate approvals in line with company policy.
- Thorough documentation should be maintained for audit and compliance purposes.