

Equipment Purchase Capital Budget Document

Project Overview

Project Name	Laboratory Equipment Upgrade
Department	Research & Development
Prepared By	Jane Smith
Date	2024-06-25

Equipment List & Budget

Item Description	Vendor	Quantity	Unit Price	Total Cost
Spectrometer Model X	Alpha Instruments	2	\$8,500	\$17,000
Incubator Chamber	BioEquip Inc.	1	\$5,300	\$5,300
Safety Cabinets	LabSafe	3	\$1,200	\$3,600
Installation & Training	Alpha Instruments	1	\$1,500	\$1,500
Total Budget				\$27,400

Justification & Benefits

Upgrading existing laboratory equipment is essential to maintain high standards in research and ensure worker safety. The proposed items will increase operational efficiency, improve data accuracy, and support future project demands.

Approval

Prepared By
Date: _____

Department Head
Date: _____

Finance Approval
Date: _____

Important Notes

- This document provides a transparent breakdown of major equipment expenditures.
- Accurate cost estimates are crucial to avoid future budget overruns.
- All purchases require final approval before acquisition.
- Supporting quotes and technical documentation should be attached where possible.
- Periodic review of actual vs. budgeted costs is recommended.