

Itemized Capital Expenditure Proposal

Project Overview

Project Title	Expansion of Manufacturing Facility
Department	Operations
Prepared By	John Doe
Date	2024-06-20

Purpose & Justification

This proposal outlines the capital expenditure required to expand the company's manufacturing facility in order to increase capacity, improve efficiency, and meet projected customer demand.

Itemized Budget

#	Description	Quantity	Unit Cost	Total Cost
1	Industrial Machinery (CNC Lathe)	2	\$50,000	\$100,000
2	Conveyor Systems	3	\$15,000	\$45,000
3	Safety Equipment	10	\$800	\$8,000
4	Renovation & Installation	1	\$30,000	\$30,000
			Total Requested	\$183,000

Implementation Timeline

Activity	Start Date	End Date
Purchase of Equipment	2024-07-01	2024-07-30
Renovation & Installation	2024-08-01	2024-08-31
Testing & Commissioning	2024-09-01	2024-09-15

Approval

Prepared By	
Department Head	
Finance	
Senior Management	

Important Notes:

- Ensure all costs are supported by official quotations or estimates before submission.
- This proposal should align with organizational budgets and long-term plans.
- All approvals must be obtained before incurring any expenditure.
- Provide clear justification for each item included in the proposal.
- Keep copies of the proposal and all relevant documentation for audit purposes.