

Capital Expenditure Report

Report Reference:
CAPEX-2024-001

Date:
2024-06-15

Department:
Operations

Prepared By:
Jane Doe

Project Information

Project Title
Production Line Upgrade
Project Manager
John Smith

Description:
Upgrade of the assembly line to improve efficiency and increase capacity. Includes equipment purchase, installation, and training.

Expenditure Details

Asset/Item	Description	Vendor	Budgeted Cost (USD)	Actual Cost (USD)	Remarks
Conveyor Belt	High-speed modular conveyor	Acme Corp	50,000	48,500	Delivered
Robotic Arm	Automated assembly arm	RoboTech Inc.	30,000	32,000	Awaiting installation
Training	Operator and technician training	Skillset Solutions	8,000	7,500	Completed
Total			88,000	88,000	

Summary & Recommendation

All critical installation tasks have been completed within the approved budget. The new equipment has been tested successfully and is expected to improve output by 25%. It is recommended to close out the project and proceed to operational monitoring.

Prepared By

Reviewed By

Approved By

Important Notes:

- Capital expenditure reports are essential for tracking major investments and ensuring accountability.
- Proper documentation helps in future audits and financial planning.
- All supporting invoices and approvals should be retained as part of the report.
- Any significant variance between budgeted and actual costs should be clearly explained.
- Timely submission of CAPEX reports is important for organizational compliance.