

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.