

Capital Expenditure Request Sheet

Request No.

e.g. CAPEX-2024-001

Date

Department

e.g. Operations

Requested By

Full Name

Designation

Position

Project / Item Details

Project / Asset Name

Asset or Project Title

Estimated Life (years)

Location

e.g. Factory 1

Description / Justification:

Brief description and justification for expenditure

Financial Information

Item / Component	Vendor / Supplier	Qty	Unit Cost	Total Cost
e.g. Machine X	Supplier Name			
Grand Total				

Expected Implementation Date

Return on Investment (ROI) / Payback Period

e.g. 2 years

Approvals

Name	Position	Signature	Date
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Important Notes

- Ensure all details and figures are accurate and supported with quotations or proposals.
- Justification must clearly state the business need and expected benefits.
- This form should be reviewed and approved before proceeding with any capital expenditure.
- Compliance with company procurement and budgeting policies is mandatory.