

Capital Expenditure Tracking Document

Project Name: ABC Manufacturing Plant Upgrade
Prepared By: Jane Smith
Date: 2024-06-10
Department: Operations

Expenditure Details

ITEM/ASSET	DESCRIPTION	VENDOR	PLANNED COST (\$)	ACTUAL COST (\$)	STATUS	DATE PURCHASED	NOTES
CNC Machine	High-precision 5-axis CNC machine	MachTech Inc.	120,000	118,500	Completed	2024-05-05	Delivered & installed
Assembly Line	Upgraded conveyor belts	LineFlow Ltd.	80,000	82,300	Completed	2024-05-20	Minor cost overrun
Forklift	Electric forklift replacement	LiftCo	28,000	--	Pending	--	In procurement
Lighting System	LED upgrade	Luminex	12,500	12,500	Completed	2024-06-01	
TOTAL			\$240,500	\$213,300			

Important Notes

- Capital expenditure tracking is essential for budget control, transparency, and future financial planning.
- All items listed should be supported by purchase documents and relevant approvals.
- Regularly update this document to reflect real-time status and costs.
- Discrepancies between planned and actual costs should be investigated and explained in the notes.
- Keep this document on file for audit and compliance purposes.