

Capital Expenditure Budget Form

Corporation Name

Fiscal Year

Department/Division

Project Overview

Project Title

Project Manager

Submission Date

Project Description / Justification

Capital Expenditure Budget

Item/Asset	Description	Quantity	Unit Cost	Total Cost
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Capital Expenditure				<input type="text"/>

Funding Source

Specify Source(s) of Funds (e.g., internal, loan, grant)

Approval Routing

Prepared By

Date

Approved By

Date

Important Notes

- Capital expenditures should be for assets intended to benefit the corporation over multiple years.
- Provide thorough justification for each proposed expenditure to support budget approval.
- Total requested capital expenditures must align with the corporation’s annual budget planning.
- This form should be routed for necessary internal approvals before any procurement.
- Supporting documentation may be required, such as quotes, estimates, or proposals.