

Capital Expenditure Budget

Company Name: _____

Fiscal Year: _____

Date Prepared: _____

Summary Table

Item Description	Department	Justification	Estimated Cost	Expected Purchase Date	Approval Status
Machinery Upgrade	Manufacturing	Increase production efficiency	\$45,000	Q2 2024	Pending
New Delivery Truck	Logistics	Replace old vehicle	\$70,000	Q3 2024	Approved
IT Equipment	IT	Support for remote work	\$25,000	Q1 2024	Approved
Total			\$140,000		

Project Details

Project Name: _____

Project Description: _____

Location: _____

Project Owner: _____

Funding Source

☐ Internal funds ☐ Loan ☐ Grant ☐ Other: _____

Approval

Prepared by: _____ Date: _____

Reviewed by: _____ Date: _____

Approved by: _____ Date: _____

Important Notes:

- Capital expenditure budgets help organizations plan and control major investments in fixed assets.
- All proposed capital purchases should include a clear business justification and expected benefits.
- Projects must go through an approval process before funds are committed or spent.
- It is recommended to regularly review and update the budget to reflect project changes or new priorities.
- Proper documentation aids transparency and supports future audit requirements.

