Capital Expenditure Budget Approval

Project Title: [Enter Project Name]

Department: [Enter Department Name]

Project Owner: [Name & Position]

Date Submitted: [dd/mm/yyyy]

Budget Year: [e.g. 2024-25]

1. Project Description

[Briefly describe the nature, objective, and scope of the capital expenditure.]

2. Justification & Expected Benefits

- [Justification 1 / Business Rationale]
- [Expected Benefit 2]
- [Choose: Regulatory / Compliance / Revenue Growth, etc.]

3. Capital Expenditure Details

Item / Component	Description	Quantity	Cost per Unit	Total Cost
[Item 1]	[Description 1]	[Qty]	[Unit Cost]	[Total]
[Item 2]	[Description 2]	[Qty]	[Unit Cost]	[Total]
			Grand Total	[Total Amount]

4. Funding Source

[Specify source of funds: Budget allocation, Special grant, Reserve, etc.]

5. Project Timeline

[Expected start date] to [Expected completion date]

6. Approval Signatures

_____   _____

Proposed by   Reviewed by

_____

Approved by

Important Notes

- Ensure all cost estimates are accurate and supported by quotations or reliable data.
- Capital expenditure requests must align with organizational strategic objectives and budgetary policies.
- Supporting documents should be attached wherever applicable (e.g., quotations, project plans).
- Appropriate authorization levels must review and sign before final approval.
- Retain approved documents for audit and compliance purposes.