

Capital Expenditure Budget Template

Company:

Fiscal Year:

Department:

Prepared By:

Date:

Capital Expenditure Plan

Item Description	Category	Quantity	Estimated Cost per Unit	Total Cost	Planned Purchase Date	Justification / Comments
Office Computers	Equipment	10	\$1,200	\$12,000	Q1 2024	Upgrade outdated systems
Delivery Vehicle	Vehicle	1	\$35,000	\$35,000	Q2 2024	Expand distribution network
Warehouse Expansion	Property	1	\$65,000	\$65,000	Q3 2024	Increase storage capacity
Production Machinery	Machinery	2	\$20,000	\$40,000	Q4 2024	Boost production efficiency
Total Capital Expenditure				\$152,000		

Funding Sources

Source	Amount
Operating Budget	\$60,000
Bank Loan	\$50,000
Reserve Funds	\$42,000
Total	\$152,000

Important Notes

- Capital expenditure budgets focus on significant long-term investments such as equipment, vehicles, and property improvements.
- Carefully justify each expenditure to ensure alignment with organizational goals and budget constraints.
- Accurate cost estimations and planned purchase dates are critical for effective cash flow management.
- Review and update the budget periodically to reflect any changes in project scope, pricing, or funding availability.
- All capital expenses typically require approval according to internal policies and procedures.