

Capital Expenditure Forecast Document

General Information

Department	Operations
Prepared By	Jane Smith
Date	2024-07-05
Review Period	FY2025

Forecast Summary

Project / Item	Description	Estimated Cost	Planned Quarter	Justification
Server Replacement	Upgrade of legacy data center servers	\$45,000	Q1	End-of-life hardware
Office Renovation	Refurbishment of main office space	\$70,000	Q2	Improved working environment
Fleet Expansion	Purchase of 2 delivery vehicles	\$52,000	Q3	Increased customer demand
Production Line Automation	Robotic arms for Packaging line	\$85,000	Q4	Efficiency improvement
Total		\$252,000		

Assumptions & Risks

- Costs are based on current vendor quotations as of June 2024.
- Implementation is dependent on timely budget approvals.
- Assumes no significant changes in supplier pricing or exchange rates.

Prepared By
(Signature)

Approved By
(Signature)

Important Notes

- Capital Expenditure Forecasts guide long-term investment and budgeting decisions.
- Accuracy is crucial—ensure data is updated and verified regularly.
- Include clear justifications to support each proposed expenditure.
- Review and obtain necessary approvals prior to initiating procurement.
- Document should be aligned with overall organizational strategy.