

# Capital Expenditure Forecast Report

**Company Name:** [Company Name] **Report Period:** [Month/Quarter/Year]  
**Prepared by:** [Preparer's Name] **Date Prepared:** [Date]

## Capital Expenditure Summary

Project / Asset Name	Description	Department	Estimated Cost (\$)	Forecast Start Date	Forecast End Date	Status
IT Infrastructure Upgrade	Server and network equipment replacement	IT	150,000	2024-08-01	2024-10-15	Planned
New Manufacturing Line	Equipment purchase & installation	Production	500,000	2024-09-01	2025-01-31	Approved
Office Renovation	Main office workspace remodeling	Administration	80,000	2024-07-10	2024-08-30	In Progress
Replacement Vehicles	Fleet vehicle renewal	Logistics	120,000	2024-11-01	2024-12-15	Planned

**Total Estimated Capital Expenditure: \$850,000**

## Important Notes

- Capital expenditure forecasts are subject to change based on project approvals and market conditions.
- Ensure all projected costs are validated and properly documented.
- Updates should be submitted regularly to reflect the latest status and projections.
- This report supports budgeting, planning, and investment decision-making.
- Maintain supporting documentation for audit and review purposes.