

Departmental Capital Expense Projection Template

Department Details

Department Name _____

Prepared By _____

Date _____

Fiscal Year _____

Capital Expense Projection

#	Item Description	Justification	Quantity	Estimated Unit Cost	Total Estimated Cost	Planned Purchase Date
1	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____
Total						_____

Funding Sources

Source	Amount	Status (Requested/Approved/Pending)
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total		_____

Important Notes:

- Ensure all estimated costs are as accurate as possible and supported by recent quotes or references.
- Include a clear justification for each item to support approval and funding requests.
- Update this projection regularly to reflect any changes in needs or prices.
- This document should be reviewed by departmental heads and finance for budgeting alignment.
- Retain documentation for all capital purchase requests for record-keeping and audits.