

# Capital Expenditure Budget Format

Company Name: \_\_\_\_\_

Fiscal Year: \_\_\_\_\_

Department: \_\_\_\_\_

S/N	Project / Asset Description	Category	Estimated Cost (USD)	Priority	Justification / Purpose	Expected Completion	Remarks
1	High-Speed Production Line	Machinery	500,000	High	Increase output capacity	Q3 2024	
2	Office Expansion	Building	250,000	Medium	Support workforce growth	Q1 2025	
3	Server Upgrades	IT Equipment	90,000	High	Improve system reliability	Q4 2024	
4	New Fleet Vehicles	Transport	120,000	Low	Replace aging vehicles	Q2 2025	
Total Estimated Capital Expenditure			\$960,000				

## Approval Section

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

## Important Notes:

- All capital expenditure requests should be supported with adequate justification and cost estimates.
- This budget should align with overall corporate strategic objectives and long-term planning.
- Projects should be prioritized based on organizational needs, return on investment, and risk assessment.
- Actual expenditures must be tracked against the budget for future planning and audits.
- Ensure approvals are in accordance with delegated authority levels.