

Capital Expenditure Proposal

Project Information

Project Name

Enter project name

Date

Department

Enter department

Prepared By

Your name

Project Description

Summary

Provide a brief summary of the project

Objectives

State the objectives

Justification

Why is this investment necessary?

Financial Details

Item/Category	Details	Estimated Cost
e.g. Equipment	Details	0.00

Total Estimated Cost	0.00
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Funding & Timeline

Proposed Funding Source

e.g. Internal, Loan

Implementation Timeline

Key milestones and dates

Expected Benefits

List tangible and intangible benefits

Risks & Mitigation

Identify possible risks and proposed mitigation strategies

Approvals

Prepared By

Name & Signature

Date

Checked By

Name & Signature

Date

Approved By

Name & Signature

Date

