

# 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
<div>e.g. Equipment</div>	<div>Details</div>	<div>0.00</div>
<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>

**Total Estimated Cost**

0.00

## 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

