

Internal CapEx Approval Workflow Document

Project Information

Project Title	
Project Owner	
Department	
Estimated Start Date	
Estimated Completion Date	
Total CapEx Requested	

Project Description

Justification

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Workflow & Approvals

Step	Responsible	Action Required	Status
1. Submission	Project Owner	Complete CapEx Request Form	
2. Department Head Review	Dept Head	Review & Endorse	
3. Finance Review	Finance	Financial Analysis & Comments	
4. Executive Approval	Exec Team	Final Approval	

Budget Summary

Item	Amount	Comments
Total		

Approval Signatures

Project Owner

Department Head

Finance

Executive