

Capital Expenditure Budget Request Form

1. Project Information

Project Title	
Department	
Requestor Name/Position	
Date of Request	

2. Project Description & Justification

Project Scope & Objectives
Purpose/Justification
Expected Benefits

3. Financial Details

Item/Description	Estimated Cost (\$)	Vendor/Source	Notes
Total Estimated Cost			

4. Project Timeline

Planned Start Date		Planned Completion Date	
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5. Approvals

Prepared By		Date	
Approved By		Date	
Finance Review		Date	