

OFFICE FURNISHING & FIXTURE COST WORKSHEET

Capital Expense Tracking Template

COMPANY NAME:

DEPARTMENT:

PROJECT/LOCATION:

DATE:

NO.	ITEM DESCRIPTION	CATEGORY (FURNITURE / FIXTURE)	QTY	UNIT COST	TOTAL COST	TAX/SHIPPING	TOTAL CAP. COST
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
Total							

Prepared By (Signature & Date)

Approved By (Signature & Date)