

FURNITURE AND FIXTURES

Capital Expenditure (CapEx) Template

CAPEX FORM

COMPANY / DEPARTMENT

PROJECT / LOCATION

REQUESTOR NAME

DATE OF REQUEST

APPROVED BUDGET

TOTAL ESTIMATED COST**VARIANCE (BUDGET VS EST.)**

TOTAL ACTUAL SPEND

[illegible]

REF #	ASSET DESCRIPTION	CATEGORY	QTY	UNIT COST	TOTAL COST	USEFUL LIFE (YRS)	REQ. DATE	STATUS
Total Capital Expenditure:								

Prepared By (Signature & Date)

Approved By (Signature & Date)