Capital Expenditure Application Form

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| --- | --- |
| Requesting Group / Department |  |
| Detailed description of item to be purchased |  |
| Reason for purchase*This should describe the purpose and benefit to the organisation* |  |
| Cost (excluding GST)**Ensure you attach a minimum of 2 quotes** | $ |
| Funding for source of Purchase |  |
| Priority | To stay in business | Y/N |
| Further productivity returns | Y/N |
| Nice to have | Y/N |
| Submitted by | Name |  |
| Role |  |
| Signature |  |
| Date |  |
| Approval | Name |  |
| Role |  |
| Signature |  |
| Date |  |
| Approval by CEO (if required) | Name |  |
| Role |  |
| Signature |  |
| Date |  |