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 |  |