

CAPITAL EXPENDITURE REQUEST FORM

Department: _____ Request Number: _____

Requester Information:

Name: _____

Title/Position: _____

Email: _____

Phone: _____

Request Details:

Project Name/Title: _____

Location: _____

Purpose/Justification:

Capital Expenditure Details:

Item Description: _____

Quantity: _____ Unit Cost (USD): _____

Total Cost (USD): _____

Funding Information:

Source of Funds: _____

Budget Account Number: _____

Approvals and Authorizations:

Requester Signature: _____ **Date:** _____

Department Head Approval: _____ **Date:** _____

Finance Approval: _____ **Date:** _____

Executive Approval: _____ **Date:** _____

Section 1 – Purpose and Scope

This Capital Expenditure Request Form (the “Request”) is submitted to seek approval for the proposed expenditure described herein. The Request is subject to all applicable United States federal, state, and local laws and regulations, as well as the internal policies and procedures of the organization submitting this Request.

Section 2 – Requester Representations

The Requester represents and warrants that all information provided in this Request is true, accurate, and complete to the best of their knowledge. The Requester confirms that the proposed expenditure has been reviewed and is necessary for the legitimate business purposes of the organization.

Section 3 – Compliance with Law

All expenditures requested under this form shall comply with applicable United States laws, including but not limited to procurement laws, anti-corruption laws, and financial reporting requirements. The organization affirms that all necessary legal and regulatory approvals have been or will be obtained prior to expenditure.

Section 4 – Financial Responsibility

By submitting this Request, the Requester acknowledges responsibility for the accuracy of the budget and cost estimates and agrees to adhere to any approved budget limits. Any deviations or overruns must be reported promptly and approved in accordance with organizational policies.

Section 5 – Approvals and Authorization

No expenditure shall be incurred until the Request has been reviewed and approved by all required parties, including but not limited to department heads, finance, and executive management. Signatures on this form indicate legal authorization to proceed with the expenditure.

Section 6 – Record Retention and Audit

All documentation related to this Request, including approvals, invoices, and receipts, shall be retained in accordance with applicable record retention policies and made available for audit by authorized parties upon request.

Section 7 – Amendments and Modifications

Any amendments or modifications to the approved expenditure must be submitted through a new Capital Expenditure Request Form or approved change request process, and must comply with all applicable legal and policy requirements.

Section 8 – Limitation of Liability

The organization shall not be liable for any claims, damages, or losses arising out of or in connection with expenditures made without proper approval or in violation of applicable laws and policies. The Requester agrees to indemnify and hold harmless the organization against any such claims.

Section 9 – Entire Agreement

This form, together with any attachments or referenced documents, constitutes the entire agreement between the Requester and the organization with respect to the proposed capital expenditure and supersedes all prior communications and understandings, whether oral or written.

Section 10 – Governing Law and Jurisdiction

This Request and any related agreements shall be governed by and construed in accordance with the laws of the United States of America and the applicable state law governing the organization's principal place of business. The parties consent to the exclusive jurisdiction and venue of the federal and state courts located therein.

REQUESTER SIGNATURE

DEPARTMENT HEAD SIGNATURE

Signature: _____

Signature: _____

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