

## **Capital Expenditure Request Form**

### **Title of CAPEX Purchase**

**Reason**

**If Other - please explain**

**Description of reason for CAPEX, impact. Why do we need/want to spend?**

**Capital Expense**

**Related Expenses**

**Total Expenses**

**How is the CAPEX purchase to be Funded?**

**Describe Grant Funding  
or Other Financing**

**Category of CAPEX**

**Is the project included in the current year CAPEX Budget?**

**When will funding be required?**

**When will the asset be placed in service?**