

## Authorization for Capital Expenditure/Lease

Date \_\_\_\_\_ Department utilizing asset \_\_\_\_\_

Description \_\_\_\_\_ Life in years \_\_\_\_\_

Cash Inflows (if any) YR 1\$ \_\_\_\_\_ 2 \$ \_\_\_\_\_ 3 \$ \_\_\_\_\_ 4 \$ \_\_\_\_\_ 5 \$ \_\_\_\_\_

### Reason for Request

- Replacement       New or Changed Product       Reduction in Cost  
 Hazard elimination       Increased Facilities       Other-explain below

Purpose \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Vendor Name \_\_\_\_\_ Vendor Quotation \$ \_\_\_\_\_

Amount in Current Year Budget \$ \_\_\_\_\_ Deviation Budget/Quotation \_\_\_\_\_

Explain reason for budget deviation \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Required Signatures:

Originator \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Controller \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ President or Gen Mgr \_\_\_\_\_ Date \_\_\_\_\_

For Accounting Use Only

Total Amt. to be Capitalized \$ \_\_\_\_\_

Description For Navision \_\_\_\_\_

Model \_\_\_\_\_ Serial Number \_\_\_\_\_

Purchase Order Number \_\_\_\_\_ Mo & Yr Placed in Service \_\_\_\_\_

Asset Type \_\_\_\_\_ Asset Life \_\_\_\_\_ Deprec Method \_\_\_\_\_