

Capital Expenditure Approval

(for all capital items over £250 and unbudgeted expenditure)

Section: _____

Date: _____

[A] Details of Proposed Capital Item(s)

Summary of Capital Equipment Proposed:

(Why is it needed, how would you manage without it, what benefit will it bring the wider community)

Summary of Costs of Capital Equipment:

Cost of Procurement:

1st Quote: £ _____

2nd Quote: £ _____

3rd Quote: £ _____

Maintenance and Support Costs:

What is the expected life of this equipment? _____ yrs

What is the annual maintenance cost? £ _____

Three detailed quotes attached YES / NO

Project Information:

Does this Capital Procurement form part of a larger project? YES / NO

If YES, What is the estimated total project procurement costs? £ _____

What is the estimated annual maintenance/support costs? £ _____

Give an outline summary of the entire project

[B] Board of Trustees Approval

This proposal was discussed at the BOT meeting held on _____

The BOT has decided that this proposal has been APPROVED / REJECTED

The reasons for rejection, or any conditions attached to the approval are as follows:

Signed: _____

Print: _____

Position: _____

Date: _____