

Capital item request

Format No.:

Date: _____ Location: _____

Requested By: _____ Designation: _____

Requested for Project / Location: _____

Type of Material

- Construction Materials Vehicle
 Tools/Equipment Office / Systems Equipment

Description of Item / Project

Justification for Purchase

- Cost Reduction Expand Capacity
 Business Requirement Replacement
 Quality Improvement

DETAILED INFORMATION:

Responsibility: _____ Expected Start Date: _____

Basic Cost	Taxies	Other charges	Labor / Transport.	Total
Skilled Operators	Labors	Supervisors	Engineers	Total Manpower

Engineer – Project

Engineer – Project Head