

# Capital Expenditure Authorization (CEA) Form

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**Form Owner:** Finance  
**Form Used By:** Managers  
**Process Responsibility:** Managers, Purchasing  
**Final Accountability:** Finance

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**Date of Request:**



**Department:**

**CEA No.:**

**Type of Expenditure:**

- Building & Improvement
- Machinery & Equipment
- Tooling
- Laboratory Equipment
- Furniture & Office Equipment
- Auto & Trucks
- Other:

**Budget Status**

Fiscal Year:

Budgeted Item No.:

Substitution Item No.:

No. of Asset Tags Needed:

If not budgeted, explain:

**Description of item(s) to be purchased:**

**Purpose:**

**Total cost(s):**

**Cost justification:**

**Estimated life (in years):**

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## Cost Savings (if applicable)

	Present	Proposed
1. Each Unit cost (Material, Labor and Burden)	\$ <input type="text"/>	\$ <input type="text"/>
2. Number of units used per month	<input type="text"/>	<input type="text"/>
3. Cost of one month's usage (Line 1 x Line 2)	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
4. Total monthly projected savings (Present – Proposed)	<input type="text" value="N/A"/>	\$ <input type="text" value="1"/>
5. Total cost to Implement Proposed Improvement (Includes tooling, prep, all initial costs)	<input type="text" value="N/A"/>	\$ <input type="text"/>
6. Number of months to recover cost (Line 5 ÷ Line 4)	<input type="text" value="N/A"/>	<input type="text" value="0"/>
7. Estimated useful life of asset ( in months)	<input type="text" value="N/A"/>	<input type="text"/>
8. Number of months savings will be realized (after costs recovered - Line 7 – Line 6)	<input type="text" value="N/A"/>	<input type="text" value="0"/>
9. Total potential savings (Line 8 x Line 4)	<input type="text" value="N/A"/>	\$ <input type="text" value="0"/>

## Approvals

Requisitioner:

Signature:

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Dept. Manager:

Signature:

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General Manager:

Signature:

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## Additional Approvals (if applicable)

Treasurer:

Signature:

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Vice President:

Signature:

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Corporate:

Signature:

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## Additional Information

### Related Documents

- [Capital Expenditure Justification Form](#)
- [Accounts Payable](#)