CAPEX Approval

Improving Productivity

Do you find it a hassle to submit capital expenditure (capex) requests from staff all the time? Are you able to manage all requests from the staff in your organization easily with productivity? Solve your problem now with capital expenditure requests forms to track all requests with ease.

CAPEX Approval is an application that will allow staff to submit their own capital expenditure request anytime. The application will allow direct submission of requests and improves productivity without having to go through administrative staff.

Why customers use CAPEX Approval

- Too many users & locations to be managed
- Reduce the manual submission process time
- Shorten the consolidation process
- Quicker processing and tracking of capital expenditure requests
- Improve the decision making process

Organization distributed by Many Groups or Locations

- Ease of consolidating and managing staff request from different , locations, countries outside of Head Quarter Office.

- Staff can submit their requests on their own anywhere.

All changes are directly updated and reflected from Office 365

Audit Logs for Compliance & Accountability

- Submission of requests are logged and recorded.

- Tracking of capital expenditure made simpler and convenient.

Additional Metadata for Users can be stored
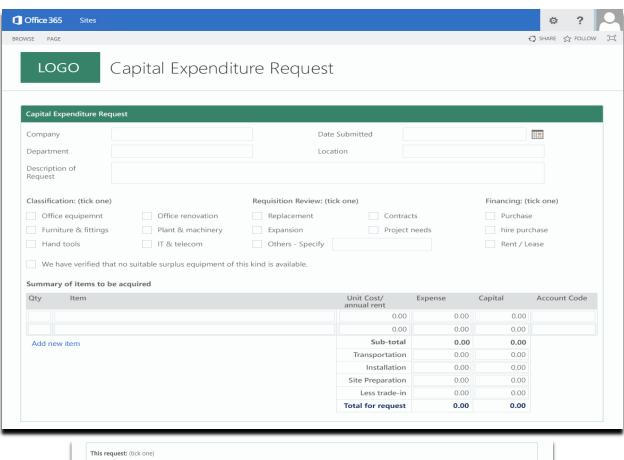
No Compromise on Work Efficiency

- Capital Expenditure requests can be done without the hassle and delay of administrative staff.

- Accessible anytime, anywhere.

Protected from hassle and eases data entry

App is in use for customers more than 2 years without any impact or support even when Microsoft Office 365 has been constantly changing and adding features.

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CERTIFICATION
INTERNATIONAL
ISO 27001

UKAS
MANAGEMENT
SYSTEMS
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CAPEX Approval

Office 365   Sites

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LOGO   Capital Expenditure Request

Capital Expenditure Request

Company		Date Submitted	
Department		Location	
Description of Request			

Classification: (tick one)

- ☐ Office equipemnt
- ☐ Furniture & fittings
- ☐ Hand tools
- ☐ Office renovation
- ☐ Plant & machinery
- ☐ IT & telecom

Requisition Review: (tick one)

- ☐ Replacement
- ☐ Expansion
- ☐ Others - Specify
- ☐ Contracts
- ☐ Project needs

Financing: (tick one)

- ☐ Purchase
- ☐ hire purchase
- ☐ Rent / Lease

☐ We have verified that no suitable surplus equipment of this kind is available.

Summary of items to be acquired

Qty	Item	Unit Cost/ annual rent	Expense	Capital	Account Code
		0.00	0.00	0.00	
		0.00	0.00	0.00	
Add new item		Sub-total	0.00	0.00	
		Transportation	0.00	0.00	
		Installation	0.00	0.00	
		Site Preparation	0.00	0.00	
		Less trade-in	0.00	0.00	
		Total for request	0.00	0.00	

This request: (tick one)

- ☐ is included in this year's capital expenditure as line number _____
- ☐ was not planned but will be absorbed into this year's total capital plan
- ☐ was not planned and this year's capital plan will be exceeded by $ _____
- ☐ is included in this year's capital plan as leased equipment

If this request is part of a project, outline additional investment needed

Requester Name		Estimated future request	$
Project title		Current total estimated commitment	$
Previous requisitions	$	Original total estimated commitment	$
This Request	$	Previous approved commitment	$

Attachments

Please ensure you are attaching documents using zip file

📎 Click here to attach a file

Audit Trail

Approver

Status:	Approved
Approver:	Ho Se Wai
Email:	hswai@company.com
Date:	16/08/2015 10 am
Designation:	VP of Information Technology
Remarks:	Mauris mattis dui imperdiet, luctus lacus eu, convallis libero. Sed sed rhoncus ex. Integer velit tortor, luctus eu ligula sit amet, semper aliquet nibh. Pellentesque molestie arcu eget mi tempus, efficitur cursus leo congue.

Requester

Created By:	Ang Tat
Email:	ang.tat@company.com
Date:	10/08/2015 8.30am

Submit Form

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