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Capital request form template excel

Using capital expenditure request forms to ensure compliant financial information is captured can greatly reduce errors and increase approval cycles. However, simply capturing information in Excel templates, paper forms or by other manual means can become a drain on time and resources for most organizations, especially if CapEx request volume is high. By using Integrity's Workflow Management software, our clients have significantly improved Capital Expenditure (CapEx) request management processes within their organizations, allowing them to process online approvals and routing, and reduce the total approval time by up to 30%. In addition, finance executives are able to better track CapEx requests and capital spending patterns because all request data is captured in a central location and fully-auditable and exportable to outside reporting systems. Find out how Baylor University and British Petroleum use Integrity for capital expenditure forms and workflow, state verbs and action verbs exercises pdf CapEx Form Exam

Integrity's Request Management system provides a secure, web-based approval and routing system that integrates with your existing ERP system. Request Management also includes a powerful audit trail, so you can easily track the progress of each request from creation to completion. Request Management systems provide a clear audit trail for internal and external auditing Establish multi-tiered process definitions to provide security for sensitive data Control access levels to ensure privacy Reporting and Visibility Compare planned vs. actual spend Report on the efficiency of the process overall or for individual requests Provide a transparent view of the process and current status Identify CapEx approval bottlenecks and take corrective action Integration Integration with existing financials in existing ERP systems Add additional functionality via plug-ins Embed CapEx forms and tracking into existing intranets or Websites We have a template for that! Get a headstart on automating your CapEx Process with our CapEx process template. Just import the template, customize, and launch your new process. Check Out the Template "Our CEO approved his very first CapEx request from his mobile device." Ken Richardson, PCI Pharma Services Contact us to get a free demonstration of how Integrity can streamline your CapEx Request process and help you achieve your business goals.

Project Proposal form - Project Proposal form is used by project managers to create a well-detailed and formal proposal when presenting to potential clients. This Project Proposal form is mostly used by an organizations project team or research companies that aims to convince customers or clients to approve the proposed project or research. This form will guide and aid you in creating a clear and professional project proposal that you can present to your customers or clients. It will collect information such as the title of the research project, name of the creator, brief introduction, background information and other basic information required for a proposed project.Request FormsPreview: Call Back FormThis call back form template is all-purpose callback form.

Application for Expenditure (AFE)

A. AFE TITLE INFORMATION

AFE TITLE		Project: Site Cleanup	
Person Responsible: <u>John Smith</u>		S/N: <u>50</u>	
Region: <u>North America</u>	Site: <u>010</u>	Division: <u>000</u>	
AFE Number: <u>Auto Generated</u>	Budget Reference Code: <u>PR001</u>	AFE Date: <u>1/28/2010</u>	
Comp. Entry: <u>CE 003</u>		Start Date: <u>2/01/2010</u>	
AFE Amount: <u>\$2,000,000</u>		Completion Date: <u></u>	
Capital Allocation: <u>70</u>	5 Year Plan No: <u>10,000,000</u>	Asset Life: <u>20</u>	
Expenditure Rate: <u>1</u>		AFE Closure Date: <u></u>	

Justification Worksheet	Costs	Safety and Health	Environment/Checklist	Management Schedule
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B. TYPES OF SPENDING

Enter 1 - denotes justification fee to be used

<input type="checkbox"/> Physical	<input type="checkbox"/> Increased Production	<input type="checkbox"/> <i>(If optional)</i>
<input type="checkbox"/> Recurred	<input type="checkbox"/> Environment	<input type="checkbox"/> Non-based Costs

For Feasibility or Detailed Engineering work?

- ☒ Yes *(If so, the Feasibility in this AFE should reflect the current view of the Real Environment)*
- ☒ Yes *(If so, complete and attach the Management Schedule worksheet)*

For those special Safety and/or Permitting Issues?

- ☒ Yes *(If so, complete and attach the Safety and Permit worksheet)*
- ☒ Yes *(If so, attach the Environmental Checklist, and if S also applies)*

The Environmental checklist, any of the four is indispensable a "Yes".

C. DESCRIPTION OF EXPENDITURE

Your project complex for: 01000

D. SIGNIFICANT COST COMPONENT SUMMARY

Component	Amount	Comments
Contingency Factor	2,000,000	Site complex environmental assessment
Invest Item		
	% 10	
Total, This AFE	\$2,000,000	


E. SUMMARY FINANCIAL INFORMATION AFTER TAXES

Use the financial information charged from that provided in the Budget?				<input checked="" type="checkbox"/> Yes <i>(If so, please attach updated Justification Worksheet)</i>
Net Present Value @				
0%	\$0	IRR	NPV00	Key Assumptions
Net Present Value @				
0%	\$0	Payback Period	0.0 years	
Net Present Value @				
0.0%	\$0	Max. Cash Out	0.0	Key Services
Net Present Value @				
0.0%	\$0	CPI	RDV00	

VI. BUDGET INFORMATION

Previous AFE Requested:	10,000,000
Current AFE Requested:	20,000,000
Anticipated Future AFE Requested:	1,000,000
Net Investment:	\$41,000,000

You can collect names and numbers to reach out to potential customers needing to get back with you by using this customer call back template. Also, you can collect the customers' preferred date and time information. You can modify this request a call back form as you want with add new fields. [Contact Forms Preview: IT Service Ticket Form](#) standard IT Service Form, useful for businesses that deal with everyday IT related tasks which can be used as an IT service ticket template that allows file attachment and provides an area for further information. [IT Request Forms Preview: Request for Quote](#) This request for a quotation form is useful for transportation companies that deliver custom orders. Whether you run a limousine, party bus, tour company, or other transportation business, you'll want a convenient way for customers to request a price quote through your website. When potential customers provide you with their contact information, size of their party, date of their choosing, and pickup and dropoff times and locations - you are able to provide them with a price that fits their specifications and your business. [salary slip form in ms word.pdf](#) This request for a quotation form (or quote request form) template is completely customizable and ready for you to make your own! [Request Forms Preview: Time Off Request Form](#) The [Time Off Request Form](#) allows to track employee time off requests and provides a convenient way for employees to request time off. [Appointment Request Form](#) This form is useful for businesses that offer appointments. It allows customers to request appointments easily through this hardresser appointment form. This hair salon form collects contact information and your clients can select service required, stylist, date, time. [Salon Forms Preview: Cupcake Order Form](#) Template serves as your portal for your cupcake loving customers to make orders and pay online. It allows your customers to customize their cupcake orders and for you to get those delicious desserts ready for pickup or delivery. [Cake Order Forms Preview: Graphic Design Request Form](#) Are you a graphic designer and need a form to capture clients' orders? If yes, then, read on because you might be interested in this template. The [Graphic Design Order Form](#) Template was specially pre-designed for you. With it, you can easily create your customized order form with which you will be able to capture the details of clients' order. [The Jotform's Form Editor](#) is there for you to create your form easily from a template. You can add your logo and any other field you deem fit. The good thing is that all these can be done by simply dragging and dropping of elements. [Web Design Forms Preview: Sponsorship Request Form](#) Need to gather some sponsorship requests in the fastest way? Well, a request for sponsorship form is what you are looking for. Get sponsorship requests quickly with this online sponsor request form to help your customers find sponsors easily. This sponsorship request form template includes simple questions for contact but also you can develop your form with more elaborate questions if it is needed. [Sponsorship Forms Preview: Property Maintenance Request Form](#) The [Property Maintenance Request Form](#) allows taking action faster and easier as your customers only provide their name, address, phone number, email address, and a brief description of the problem. [Request Forms Preview: Request for Proposal Form](#) This form is useful for businesses that offer proposals. It allows customers to request proposals easily through this request form. This is why it is important to create a well-detailed and clear proposal when presenting to your clients. This [Project Proposal form](#) is mostly used by an organizations project team or research companies that aims to convince customers or clients to approve the proposed project or research. [linex_1440_sports_watch_manual.pdf](#) This form will guide and aid you in creating a clear and professional project proposal that you can present to your customers or clients. It will collect information such as the title of the research project, name of the creator, brief introduction, background information and other basic information required for a proposed project. [Request Forms Preview: Call Back Form](#) This call back form template is all-purpose callback form.


**LOYOLA
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Preparing people for a world of possibilities

Project Form

Detached Budget Request Form

(To be completed for all individual requesting projects - US\$200 or more - to be used for General (Expenditure) Projects)

1. Project Details

Date Submitted: _____

Project Name: _____ Life (years): _____

Project Originator (Name): _____ Phone: _____

Department: _____ Location: _____

Desired project timing: _____ Start Date: _____ Completion Date: _____

2. Project Description/Justification include a detailed description of the project and justification. Attach all documents in necessary.

3. Project Cost Estimate Attach detailed breakdown of costs. If the project relates to construction/planning, please attach a Facilities Department Cost Estimate.

Included in Fiscal Year Budget: ☐ YES ☐ NO Amount: \$ _____

Project Cost Estimate:

Total Project Cost: \$ _____

Timing of Project Costs

FY	Amount \$
FY	Amount \$
FY	Amount \$
FY	Amount \$
FY	Amount \$
	Total \$

[illegible]