

AFE form is used for all **IT spend, capital expenditures** and **other non-recurring spend** of USD \$2,000 or more.
 IT Spends >\$15,000 require CFO approval.

UNIT NAME (select from dropdown list):	
PART 1 – TO BE COMPLETED BY ORIGINATOR	
Project Name:	Reason for Expenditure <small>(*requires payback and IRR calculation)</small>
AFE Number:	<input type="radio"/> Cost Saving / Avoidance*
Originated By:	<input type="radio"/> Government Regulations
Request Date:	<input type="radio"/> Business Growth*
Acquisition Date:	<input type="radio"/> Product Development*
Account Number:	<input type="radio"/> Maintenance / Replacement*
Department Number:	<input type="radio"/> Other*
Was this proposed expenditure included in the current year plan?	<input type="radio"/> Yes <input type="radio"/> No
Does this AFE replace another planned expenditure or asset on the books?	<input type="radio"/> Yes <input type="radio"/> No
Please explain:	
Description of Expenditure (please attach project summary if more space is needed):	
Justification of Expenditure (please attach project summary if more space is needed):	
Return on Investment (attach calculation if requested by approver):	
Payback Period (maximum acceptable payback is 2 years):	
Internal Rate of Return (minimum acceptable rate of return is 25%):	

