
	TITLE	Capital Expenditure Projects: Policy			<b>Advanex Europe Ltd</b> Southwell Site Mill Park Way, Southwell Nottinghamshire, UK, NG25 0ET ☎: 00 44 (0) 1636 815555 ✉: 00 44 (0) 1636 817725  Video Conference IP:80.176.189.113 www.advanexeurope.co.uk general@advanexeurope.co.uk
	Doc No.	Revision	Date	Page	
	AEU00575	01	04-Sep-15	1 of 6	

## CAPITAL EXPENDITURE PROJECTS: POLICY

Doc. No.     AEU00575  
Revision     01  
Date         04-Sep-15  
Prepared by: IHAIGH

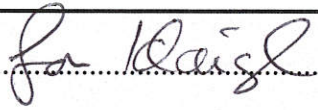
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	Doc No.	Revision	Date	Page	
	AEU00575	01	04-Sep-15	2 of 6	

## DOCUMENT APPROVAL

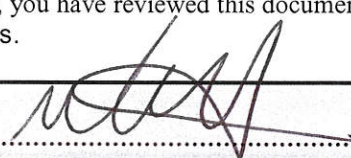
### Author's Signature:

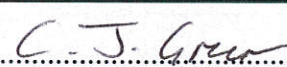
Your signature indicates that this document has been prepared in accordance with existing standards and adequately reflects the procedure for capital expenditure projects.

<b>Signature</b>	.....  .....	<b>Date</b>	08-Sep-2015
<b>Print Name</b>	Ian Haigh		
<b>Title</b>	Engineering Manager		

### Reviewer's Signature:

Your signature indicates that, you have reviewed this document and that it accurately and completely reflects the procedure for capital expenditure projects.


<b>Signature</b>	.....  .....	<b>Date</b>	08 SEPT 2015
<b>Print Name</b>	Marian Mullings		
<b>Title</b>	Financial Manager/Company Secretary		

<b>Signature</b>	.....  .....	<b>Date</b>	08 SEP 2015
<b>Print Name</b>	Chris Green		
<b>Title</b>	Engineering Director		


<b>Signature</b>	..... <i>Not Required</i> .....	<b>Date</b>	08 Sept 2015
<b>Print Name</b>	<Name>		
<b>Title</b>	<Title>		

### Quality Assurance/Compliance Approver's Signature:

Your signature indicates that this document and the information contained herein complies with applicable regulatory, corporate, divisional/departmental requirements, and current Good Manufacturing Practices.


<b>Signature</b>	.....  .....	<b>Date</b>	08 Sept 2015
<b>Print Name</b>	Gary Crawley		
<b>Title</b>	Quality Assurance (AEU)		

<b>Signature</b>	..... <i>NOT REQUIRED</i> .....	<b>Date</b>	08 SEPT 2015
<b>Print Name</b>	<Name>		
<b>Title</b>	<Title>		

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	Doc No.	Revision	Date	Page	
	AEU00575	01	04-Sep-15	3 of 6	

## DOCUMENT CONTROL


Revision	Description	Date	Revised by
00	First Issue	02-09-15	
01	Title was "Capital Expenditure Projects: Procedure. Policy extended across both sites and all departments. "Southwell Site" footnote removed.	04-09-15	I.Haigh

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	Doc No.	Revision	Date	Page	
	AEU00575	01	04-Sep-15	4 of 6	

## CONTENTS

1.0	SCOPE .....	5
2.0	PROJECT NUMBERING.....	5
3.0	CAPITAL EXPENDITURE REQUESTS .....	5
4.0	PURCHASE ORDERS .....	5



	TITLE	Capital Expenditure Projects: Policy			<b>Advanex Europe Ltd</b> Southwell Site Mill Park Way, Southwell Nottinghamshire, UK, NG25 0ET ☎: 00 44 (0) 1636 815555 📠: 00 44 (0) 1636 817725  Video Conference IP:80.176.189.113 www.advanexeurope.co.uk general@advanexeurope.co.uk
	Doc No.	Revision	Date	Page	
	AEU00575	01	04-Sep-15	5 of 6	

## 1.0 SCOPE

Capital expenditure projects undertaken by the AEU engineering department.

Definition of “capital expenditure”:

- Amount spent to acquire or improve a long-term asset such as equipment or buildings

Definition of “capital expenditure project”:

- Capital expenditure of £1,000.00 minimum
- The equipment, buildings, etc., must have a useful life of at least 3 years
- Capital expenditure budgets do not include labour costs

## 2.0 PROJECT NUMBERING

All capital expenditure projects and numbers will be listed in the Engineering number register located at:  
 F:\ENGINEERING\Admin\Engineering Number Register.xlsx

Each capital expenditure project will have a unique number with the following format:

All project numbers will start with the prefix: CP to indicate a capital expenditure project.

This will be followed by a unique, four digit number to identify the project. The next unused number in the list will be taken as the project number for new projects. A hyphen will separate the 4 digit number from the year in which the project is raised.

Example:

CP0171-2015 SEALING SPRING TOOLING REDESIGN

CP: Prefix indicates capital expenditure project

0171: unique 4 digit number to identify the project


-2015: Year in which the project was raised

## 3.0 CAPITAL EXPENDITURE REQUESTS

A capital expenditure request form must be completed and submitted to finance before any orders are placed, where the total capital expenditure for the project is greater than £1,000.00. Approval is granted by the capital expenditure form being signed off and returned to the member of staff that raised it. Once approval of the budget is received the project manager will take responsibility for scheduling and raising purchase orders when required, and controlling the budget within the limits of that agreed on the capital expenditure request form. A new capital expenditure request should be raised if the actual expenditure exceeds the approved budget by 10% or more. The capital expenditure request form template is located at:  
 F:\ENGINEERING\Admin\Templates\ Cap Ex Request.docx

## 4.0 PURCHASE ORDERS

The project number should be entered into the “Project number” field on the purchase order header in EFACS, where all line items on the purchase order are related to a single project. Where the purchase order

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	Doc No.	Revision	Date	Page	
	AEU00575	01	04-Sep-15	6 of 6	

contains line items that are not all related to a single project then the individual project number must be entered into the “supplier reference” field on each individual line item relating to the project. In this case the “Project number” field in the header is left empty. The “supplier reference” field must only be populated with project numbers for items relating to capital expenditure projects.

Purchase orders of £1,000.00 or greater in value that do not have pre-approved capital expenditure request must be countersigned by a director before the order is placed.

Purchase orders of £1,000.00 with a pre-approved capital expenditure request must be countersigned by the relevant project manager or their respective line managers.