



Report # _____

COST REDUCTION RECORD

TITLE	
DATE	
INITIATOR	
PROJECT PROPOSAL (describe the proposal in detail)	
SAVINGS (details and quantify in dollars)	
TIME LINE (detailed steps to be taken in order to accomplish the project with dates)	
CONTROLLER SAVINGS VERIFICATION (controller-verify, sign, and date)	
FINAL PROJECT COMPLETION REVIEW AND APPROVAL (Plant Manager) VERIFICATION OF COST SAVINGS ACHIEVEMENT (controller to verify that savings were achieved after implementation)	
FOLLOW-UP REVIEW (Verify that the savings will continue to save money after the project is completed. Verified by project originator and controller. Should be reviewed annually.)	