

Budget Estimate Approval and Revision Log

Project Name:
Springfield Community Center Renovation
Project Code:
SCC-2024-05
Prepared By:
Lisa Raymond
Date Prepared:
2024-06-12

Budget Estimate & Revision Log

Revision No.	Date	Description / Reason	Submitted By	Approved By	Budget Amount (USD)
Original	2024-06-12	Initial estimate for project submission	Lisa Raymond	Mark Evans	250,000
Rev-01	2024-07-08	Added costs for landscape redesign	Lisa Raymond	Mark Evans	263,000
Rev-02	2024-08-15	Adjustment due to updated contractor quotes	Lisa Raymond	Mark Evans	271,500

Important Notes

- All revisions must be documented and approved before implementation.
- Only authorized personnel may submit or approve budget revisions.
- Maintain this log for the duration of the project and include in project closeout documentation.
- Clearly state the reason for each revision for future reference and audit trail.
- Ensure that the latest approved estimate is communicated to all stakeholders.