

Departmental Budget Request Document

Department Name: _____

Prepared By: _____

Date of Submission: _____

Fiscal Year: _____

Summary of Request

Total Amount Requested: _____

Brief Justification: _____

Budget Breakdown

Category	Description	Requested Amount	Previous Year Amount
Personnel			
Equipment			
Supplies			
Travel & Training			
Other			
Total			

Detailed Justification

Provide detailed reasons for each budget item, impact on department objectives, and consequences if not funded.

Supporting Documentation

List or attach supporting documents (quotes, memos, policies, etc.).

Important Notes

- Ensure all requested items align with departmental and organizational goals.
- Provide clear, concise justifications for each budget item.
- Attach all required supporting documentation to avoid delays.
- Check calculations and ensure totals are accurate.
- Submit by the specified deadline for timely consideration.

