

# 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			
	<b>Total</b>		

## 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.

