

Budget Request Summary

Project Name: _____

Department/Unit: _____

Request Date: ____ / ____ / ____

Prepared By: _____

1. Executive Summary

Briefly describe the objective and scope of the project, including reasons for the budget request.

2. Budget Breakdown

Item/Category	Description	Amount (USD)
Personnel	e.g. Salaries, Wages	_____
Equipment	e.g. Computers, Tools	_____
Supplies	e.g. Office supplies	_____
Travel	e.g. Business trips	_____
Other	Miscellaneous	_____
Total Requested		_____

3. Justification and Impact

Provide details on how the requested budget will be used and the expected outcomes or benefits.

4. Approval

Reviewed By: _____

Date: ____ / ____ / ____

Signature: _____

Important Notes:

- Ensure all estimated amounts are supported with quotations or previous expenditure reports.
- All sections must be completed prior to submission for approval.
- Attach additional documentation if further justification is required.
- Review the organization's budgeting policy before finalizing the request.

