

Budget Allocation Approval Document

Document Details

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Department	Marketing	Prepared By	Jane Doe
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Budget Allocation Summary

Category	Allocated Amount (\$)	Purpose/Description	Remarks
Advertising	20,000	Online campaigns and print ads	Key product launches
Events	15,000	Industry conferences & exhibitions	For branding
Research	5,000	Market & competitor analysis	
Training	2,500	Staff upskilling sessions	
Total	42,500		

Approval

Name	Designation	Signature	Date
John Smith	Department Head		
Emily Wong	Finance Manager		

Important Notes

- Ensure all categories and amounts are accurate before submission.
- Approval signatures are mandatory for document validity.
- This document serves as an official record for budget allocation and utilization.
- Any changes must be justified and approved with a revision of this document.