

Budget Adjustment Proposal

Proposal Date: _____

Prepared by: _____

Department: _____

Reference Number: _____

1. Purpose

Briefly describe the reason for the adjustment and identify objectives.

2. Summary of Proposed Adjustment

Account Name/Code	Current Budget	Proposed Adjustment (+/-)	Adjusted Budget	Justification

3. Impact Assessment

Summarize the possible impact of the adjustment on project operations, deliverables, or output.

4. Approval

Name	Position	Signature	Date

Important Notes:

- This document should be supported with adequate justification for each adjustment line.
- Ensure all relevant stakeholders review and approve the proposed changes.
- Attach supporting documents or breakdowns as necessary.
- Document all adjustments for future audit and transparency purposes.
- Follow your organization's approval workflow to finalize the changes.