

Operating Expense Budget Request

Department Information

Department Name	
Prepared By	
Submission Date	
Budget Period	

Expense Summary

Expense Category	Previous Budget	Current Request	Variance	Remarks
Salaries & Wages				
Supplies & Materials				
Utilities				
Maintenance & Repairs				
Travel & Transportation				
Others (Specify)				
Total				

Justification & Notes

Approval

Name	Position	Date	Signature

Important Notes:

- Ensure all figures are supported by actual or projected data.
- Provide brief but clear justifications for major variance or new expense items.
- Verify approvals and signatures before submission.
- Attach additional documents if necessary for clarification.
- Follow your institution's official budget guidelines and timelines.