

Standard Budget Request Document

Department/Unit: _____

Date: _____

Prepared by: _____

Reviewed by: _____

Period Covered: _____

1. Purpose/Justification

Provide a brief description of why the budget is requested, the objectives, and the expected impact or outcome.

2. Budget Summary Table

Budget Category	Description	Amount (USD)	Remarks
Personnel	e.g., Project manager, assistants	_____	_____
Equipment	e.g., Computers, printers	_____	_____
Supplies	e.g., Office materials	_____	_____
Travel	e.g., Conference, fieldwork	_____	_____
Other	e.g., Miscellaneous	_____	_____
Total		_____	

3. Detailed Budget Explanation

For each category above, provide a breakdown and rationale for the amounts requested (e.g., number of personnel, unit costs, duration, etc.).

4. Supporting Documentation

- Quotations or estimates
- Previous spending reports (if applicable)
- Justification letters (if required)

5. Approvals

Name	Position	Signature	Date
_____	_____	_____	_____
_____	_____	_____	_____

Important Notes:

- Ensure all requested amounts are justified with clear explanations and, where possible, supporting evidence.
- Review organizational policies for eligible expenses and required documentation before submission.

- Incomplete or inaccurate requests may delay approval or result in rejection.
- Keep a copy of the submitted budget request for your records.