

Annual Departmental Budget Request Form

Department Name

Fiscal Year

e.g. 2024-25

Prepared By

Date

1. Budget Summary

Category	Current Year Budget	Proposed Budget	Variance	Remarks
Personnel				
Operations				
Equipment				
Training				
Other				
Total				

2. Justification & Explanation

Briefly explain and justify any significant budget changes or new requests:

3. Additional Notes or Comments

Department Head Signature Date:

Finance Office Review Date:

Important Notes

- Ensure all sections of the form are completed before submission.
- Provide clear justification for budget increases or new items.
- Attach supporting documentation where applicable.
- Review by the Finance Office is required prior to final approval.
- Submission deadlines must be strictly followed.