

Departmental Budget Amendment Request Form

Department Name

Requestor Name

Title/Position

Date of Request

Budget Amendment Details

Fiscal Year

Account Code	Current Budget	Proposed Change (+/-)	New Budget	Reason for Amendment
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Description/Justification for Amendment

Potential Impact if Not Approved

Department Head Approval

Date of Approval

Important Notes:

- All amendments must be justified with supporting details and documentation.
- Approval by the department head is mandatory before submission to Finance.

- Budget amendments should align with organizational objectives and fiscal policies.
- Incomplete forms may result in delayed processing or rejection.
- Submit one form per request or budget category.