

Organizational Unit Budget Request

Unit Information

Organizational Unit:	_____
Prepared by:	_____
Period Requested:	_____
Date Submitted:	_____

Budget Request Summary

Category	Description	Amount Requested	Justification
Personnel	Example: New staff for 2024	_____	_____
Operations	Example: Supplies, utilities	_____	_____
Equipment	Example: Computers, printers	_____	_____
Training & Development	Example: Workshops, seminars	_____	_____
Other	_____	_____	_____
Total		_____	_____

Additional Comments / Explanations

Approval

Name	Title	Signature	Date
_____	_____	_____	_____

Important Notes

- Ensure all requested amounts are justified and supported by documentation where applicable.
- Submit the completed form to the finance department before the stated deadline.
- Incomplete or inaccurate submissions may delay approval and funding.
- This template may be adapted to fit your organization's specific budgeting categories.