

Budget Line Item Modification Form

Project/Grant Name

Date of Request

Prepared By

Modification Details

Budget Line Item	Original Amount	Revised Amount	Change (+/-)	Reason/Justification
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Overall Justification (if necessary)

Prepared By

Reviewed By

Approved By

Important Notes

- All modifications must be justified and approved before implementation.
- Supporting documentation may be required.
- Ensure compliance with grant or funding agency guidelines.
- Retain a copy of the approved form for audit purposes.
- Signatures must be obtained for each relevant section.