

Expenditure Amendment Approval

Document No.: _____

Date: _____

A. Project / Department Information

Project/Department Name _____

Project/Account Code _____

Requesting Person _____

Contact Information _____

B. Amendment Details

Original Approved Budget _____

Proposed Amended Budget _____

Amount of Increase/Decrease _____

Reason for Amendment _____

Description of Changes _____

C. Approval

Prepared by

Date: _____

Reviewed by

Date: _____

Approved by

Date: _____

Important Notes:

- The expenditure amendment must be clearly justified and supported with relevant documentation.
- All sections should be completed before submission for approval.
- Ensure that the proposed amendment aligns with organizational policies and budget limitations.
- Retain a signed copy of the approved form for audit and compliance purposes.

- Unauthorized amendments may lead to budget discrepancies and disciplinary measures.