

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.