

Budget Allocation Approval Form

Department/Unit:

Project/Activity Name:

Fiscal Year:

Prepared By:

Budget Allocation Details

Account/Category	Description	Requested Amount	Approved Amount	Remarks
Total				

Budget Justification/Comments:

Prepared By:

Date:

Reviewed By:

Date:

Approved By:

Date:

- Ensure all requested amounts are justified and necessary for the project/activity.
- Approval from the authorized personnel is required before any fund allocation.
- All fields must be completed accurately to avoid processing delays.
- Attach all supporting documentation for large or unusual requests.