

Budget Amendment Request Document

Request Date: 2024-07-10
Department / Unit: Finance Department
Prepared By: Jane Doe
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Amendment Reference #: BA-2024-07-15

Summary of Request

The Finance Department requests an amendment to the current fiscal year budget to accommodate increased training costs for new software implementation.

Original Budget

Budget Line Item	Current Allocation
Staff Training	\$8,000
Software Licenses	\$15,000
IT Support	\$5,000

Amendment Details

Budget Line Item	Requested Change	Revised Allocation
Staff Training	+\$3,000	\$11,000
IT Support	-\$3,000	\$2,000

Reason for Amendment: Increase needed for expanded software training sessions; amount reallocated from IT Support.

Authorization

Name	Title	Date	Signature
Jane Doe	Finance Manager	2024-07-10	_____
John Smith	Director of Finance	2024-07-11	_____

Important Notes

- Budget amendments must be approved prior to expenditure of funds.
- Provide detailed justification for all requested changes.
- Attach supporting documentation where applicable.
- Retain a copy of the approved amendment for audit purposes.