

Division Budget Adjustment Request

Division Name

e.g., Marketing Division

Date of Request

Reference No.

e.g., 2024-BA-07

Requested By

Name and Position

Reason / Justification for Adjustment

Provide detailed reasons for this adjustment request...

Budget Adjustment Details

Item / Account	Original Allocation	Proposed Adjustment (+/-)	Adjusted Allocation	Remarks
e.g., Office Suppl	Amount	+500 / -200	Amount	Reason/Notes
e.g., Travel Expe	Amount	+500 / -200	Amount	Reason/Notes

Impact of Adjustment

Describe how this adjustment will affect division operations, projects, or deliverables.

Reviewed By

Name / Signature

Approved By

Name / Signature

Approval Date

Important Notes

- Ensure all adjustments are properly justified and aligned with organizational goals.
- All fields must be completed for the request to be considered.
- Supporting documents should be attached, if required.
- Requests must be reviewed and approved before implementation.
- Retain a copy of the approved adjustment for division records.

