

Emergency Budget Amendment

Document No.: _____

Date Submitted: _____

Submitted By: _____

Department / Division: _____

Summary of Emergency

Briefly describe the emergency or urgent circumstance requiring this budget amendment. Include relevant dates and any supporting context.

Current Approved Budget

Category	Original Amount	Amount Spent	Remaining
Personnel	_____	_____	_____
Operations	_____	_____	_____
Equipment	_____	_____	_____
Other	_____	_____	_____

Proposed Amendments

Category	New Amount Requested	Reason for Change
Personnel	_____	_____
Operations	_____	_____
Equipment	_____	_____
Other	_____	_____

Justification & Impact

Explain how the proposed budget changes will address the emergency, the impact if the amendment is not approved, and any alternatives considered.

Date: _____

Prepared by
Date: _____

Authorized Official

Important Notes

- This amendment should only be used in cases of genuine emergency or unforeseen circumstances.
- Supporting documentation (e.g. invoices, incident reports) should be attached where possible.
- All changes must comply with organizational policies and may require approval from higher authorities.
- Immediate and transparent communication is recommended for emergency budget amendments.
- Ensure records are maintained for all budget changes made through this process.