

Project-Specific Budget Revision Format

Project Title:

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Project Code/Reference:

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Prepared By:

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Date of Submission:

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Reason for Revision:

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Budget Line Item	Previous Budget (A)		Revised Budget (B)		Variance (B-A)	Remarks
	Amount	Currency	Amount	Currency		
Personnel						
Equipment						
Travel						
Supplies						
Other (specify)						
Total						

Summary & Justification of Changes:

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Approval:

Project Manager: _____ Date: _____

Finance/Admin: _____ Date: _____

Sponsor/Authority: _____ Date: _____

Important Notes:

- All budget revisions must be approved by the designated authority before implementation.
- Provide clear and concise justification for each budget change.

- Ensure supporting documents are attached where necessary.
- Only use this format for project-specific budget changes.
- Maintain transparent documentation for audit and review purposes.