

# Project-Specific Budget Revision Format

Project Title:

.....

Project Code/Reference:

.....

Prepared By:

.....

Date of Submission:

.....

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)  |                     |          |                    |          |                |         |
| <b>Total</b>     |                     |          |                    |          |                |         |

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.