

Standard Budget Revision Document

1. Basic Information

Project/Activity Title _____
Department/Unit _____
Reference Number _____
Date of Submission _____

2. Purpose/Justification for Budget Revision

3. Summary of Budget Changes

Budget Line Item	Original Amount	Proposed Amount	Increase/(Decrease)	Remarks
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Total	---	---	---	-----

4. Impact Assessment

5. Attachments (if any)

Prepared by:

Name & Signature

Date: _____

Reviewed by:

Name & Signature

Date: _____

Approved by:

Name & Signature

Date: _____

Important Notes:

- Ensure all justifications for budget changes are clearly documented.
- Submitted revisions must be reviewed and approved by relevant authorities before implementation.
- Attach supporting evidence or documentation for all proposed changes.
- This document should be retained for audit and reference purposes.