

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
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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.