

# Budget Approval Summary Form

Department / Project:

Prepared By:

Date:

Budget Period:

## Summary of Proposed Budget

Category	Amount (USD)	Remarks
Personnel		
Equipment & Supplies		
Travel		
Consultancy / Professional Fees		
Miscellaneous		
<b>Total</b>		

Summary Justification / Comments:

## Approval

Requested By:

Date: \_\_\_\_\_

Reviewed By:

Date: \_\_\_\_\_

Approved By:

Date: \_\_\_\_\_

- Ensure all amounts are accurate and supported by relevant documentation.
- The form must be reviewed and signed by authorized personnel before any expenditure.
- This summary should be retained for audit and compliance purposes.

- Any amendments after approval require re-submission and new approvals.