

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		
Total		

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.