

# Budget Amendment Approval Document

Document No.:

[Enter Document Number]

Date:

[Enter Date]

Requested By:

[Enter Requester Name/Department]

Amendment Reference:

[Enter Reference No. or Description]

## Amendment Details

Budget Line Item	Original Amount	Amended Amount	Variance	Justification
[Item 1]	[Original Amount]	[Amended Amount]	[Variance]	[Reason for Amendment]
[Item 2]	[Original Amount]	[Amended Amount]	[Variance]	[Reason for Amendment]

## Summary & Impact

Total Original Budget:

[Total Original Budget]

Total Amended Budget:

[Total Amended Budget]

Overall Variance:

[Total Variance Amount]

Summary of Impact:

[Provide a brief summary of the effect of this amendment]

## Approval

Name	Designation	Signature	Date	Status
[Approver 1]	[Title]	[Signature]	[Date]	[Approved/Rejected]
[Approver 2]	[Title]	[Signature]	[Date]	[Approved/Rejected]

## Important Notes

- All amendments must be supported by adequate justification and documentation.
- Approvals are required from designated management personnel prior to implementation.
- This document should be retained for audit and compliance purposes.
- Ensure all calculations and variance analyses are accurate before submission.
- Review organizational policies regarding frequency and limits of budget amendments.