

# Multi-Year Budget Approval Format

## PROJECT/PROGRAM INFORMATION

Project/Program Name	_____
Department	_____
Prepared By	_____
Date	_____

## BUDGET BREAKDOWN (IN USD)

Year	Capital Expenditure	Operational Expenditure	Total	Remarks
Year 1	_____	_____	_____	_____
Year 2	_____	_____	_____	_____
Year 3	_____	_____	_____	_____
Total	_____	_____	_____	

## BUDGET JUSTIFICATION & KEY ASSUMPTIONS

_____
_____
_____

## APPROVAL SIGNATURES

Name	Title	Signature	Date
_____	_____	_____	_____
_____	_____	_____	_____

## IMPORTANT NOTES

- Ensure all budget figures are supported by credible data and assumptions.
- Review and update the budget annually to reflect actual performance and changing conditions.
- All sections must be completed before submission for management approval.
- Signature by authorized persons is mandatory prior to fund allocation or project commencement.