

Multi-Year Budget Approval Format

PROJECT/PROGRAM INFORMATION

Project/Program Name	<hr/>
Department	<hr/>
Prepared By	<hr/>
Date	<hr/>

BUDGET BREAKDOWN (IN USD)

Year	Capital Expenditure	Operational Expenditure	Total	Remarks
Year 1	<hr/>	<hr/>	<hr/>	<hr/>
Year 2	<hr/>	<hr/>	<hr/>	<hr/>
Year 3	<hr/>	<hr/>	<hr/>	<hr/>
Total	<hr/>	<hr/>	<hr/>	

BUDGET JUSTIFICATION & KEY ASSUMPTIONS

APPROVAL SIGNATURES

Name	Title	Signature	Date
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
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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.