

Operational Budget Approval Document

Fiscal Year: _____

Department/Unit	_____
Prepared By	_____
Date Prepared	_____/_____/_____

I. Budget Overview

Budget Category	Description	Requested Amount	Approved Amount	Remarks
Salaries & Wages	Monthly salaries for department staff	_____	_____	_____
Office Supplies	Stationery and consumables	_____	_____	_____
Utilities	Electricity, Water, Internet, etc.	_____	_____	_____
Maintenance	Equipment and facility maintenance	_____	_____	_____
Other Expenses	(Specify)	_____	_____	_____
Total		_____	_____	

II. Justification/Comments

III. Approval

Prepared By

Date: _____

Reviewed By

Date: _____

Approved By

Date: _____

Important Notes:

- Ensure all budget items are supported with necessary documentation and justification.
- Approval is required before any expenditure is made.
- Any changes or reallocations must be submitted for re-approval.
- Maintain copies of this document for audit and review purposes.
- All amounts should be in the organization's standard currency.