

# 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)	_____	_____	_____
<b>Total</b>		_____	_____	

## II. Justification/Comments

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## 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.