

# Supplemental Budget Approval Form

Department/Unit

Date

Reference Number

Budget Period

e.g., Q2 2024, July 2024, etc.

Purpose/Justification of Supplemental Budget

## Requested Budget Details

Expense Item

Amount

Category

Total Supplemental Budget Requested

Remarks/Additional Information

## Approval Signatures

Prepared By

Date

Reviewed By

Date

Approved By

Date

## Important Notes

- Ensure all requested amounts are justified and supported by documentation.
- Review and approval by authorized management personnel are mandatory.
- Supplemental budgets must align with organizational policies and fiscal constraints.
- Incomplete or inaccurate forms may delay the approval process.
- Retain copies of the approved form for audit and compliance purposes.