

Departmental Project Budget Revision Format

Department Name: _____

Project Title: _____

Project Manager: _____

Original Budget Period: _____

Revision Number: _____ Revision Date: ____ / ____ / ____

Summary of Budget Revision

Budget Category	Original Amount (\$)	Revised Amount (\$)	Difference (\$)	Justification
Personnel	_____	_____	_____	_____
Equipment	_____	_____	_____	_____
Supplies	_____	_____	_____	_____
Travel	_____	_____	_____	_____
Other	_____	_____	_____	_____
Total	_____	_____	_____	_____

Revision Details & Justification

Prepared by: _____ Signature: _____

Date: ____ / ____ / ____

Reviewed by: _____ Signature: _____

Date: ____ / ____ / ____

Important Notes:

- All changes must be justified, especially those affecting overall budget.
- Attach supporting documentation for revisions where applicable.
- Ensure that relevant approvals are obtained before implementing revisions.
- Maintain copies of both original and revised budgets for audit purposes.
- Clearly communicate approved revisions to all project stakeholders.

