

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.

