

Summary Budget Table – Departmental Projects

Project Title: Enhancing Lab Facilities

Budget Line Item	Description	Unit Cost	No. of Units	Total
Equipment	Microscopes and computers	\$2,000	5	\$10,000
Supplies	Chemicals and reagents	\$500	10	\$5,000
Personnel	Lab technician (6 months)	\$2,500	1	\$2,500
Training	Workshops for staff	\$1,000	3	\$3,000
Contingency	Unforeseen expenses	\$1,000	1	\$1,000
Grand Total				\$21,500

- Please ensure all cost estimations are supported with quotations or prior experience.
- Descriptions should be specific and concise for transparency and audit purposes.
- Allocate reasonable contingency funds, not exceeding 10% of total budget.
- This summary should be accompanied by detailed budget justifications as needed.
- Review and approval must be obtained before any procurement or expenditure.