

Supporting Documents Checklist Format for Budget Approval

Project/Department:

Date:

____ / ____ / ____

No.	Document Name	Description / Notes	Attached
1	Budget Proposal Form	Completed and signed budget request form for the current year	
2	Detailed Cost Breakdown	Itemized list of all planned expenses	
3	Supplier Quotations	At least three comparative quotes for major purchases	
4	Previous Year Budget Utilization	Report showing utilization and variance analysis	
5	Approval Letters/Emails	Communication records of preliminary approvals (if any)	
6	Supporting Justifications	Memorandums or statements justifying budget request	
7	Relevant Policies/Guidelines	Copies or references to relevant policy documents	

Checklist Completed By:

Name: _____

Signature: _____ Date: ____ / ____ / ____

Important Notes:

- All supporting documents must be attached and verified before submission for budget approval.
- Incomplete or missing documentation may result in processing delays or rejection.
- This checklist should be kept as part of the official budget records.
- Ensure compliance with current financial and procurement policies for all required documents.
- Update the checklist to reflect any changes in procedures or document requirements.