

Departmental Budget Allocation Document

Fiscal Year: 2024-2025
Date: June 24, 2024

Department Name: Example Department
Prepared By: Jane Doe
Approved By: John Smith

Budget Allocation Summary

#	Budget Item	Category	Allocated Amount	Description
1	Salaries & Wages	Personnel	\$150,000	Compensation for department staff
2	Training & Development	Operations	\$12,000	Workshops, seminars, courses
3	Equipment	Capital	\$25,000	Computers, printers, office tools
4	Travel	Operations	\$8,000	Official business travels
5	Supplies	Operations	\$6,500	General office supplies
Total			\$201,500	

Prepared By: _____

Approved By: _____

Important Notes

- The budget allocation aligns with the department’s annual objectives and organizational priorities.
- All expenditures must be documented and reported as per company policy.
- Modifications to the budget require prior approval from higher management.
- This document serves as an official reference for departmental spending and audit purposes.
- Ensure that all figures are checked for accuracy before final submission.