

BUDGETARY APPROVAL STATEMENT

Document No: _____

Date: _____

Department: _____

Prepared By: _____

Budget Request Title:

Description / Purpose:

Budget Details		
Item / Service	Amount (USD)	Remarks
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total	_____	

Justification:

Fund Source:

Approval Status:
☐ Approved ☐ Not Approved ☐ Pending

Prepared By

Checked By

Approved By

Important Notes

- This document serves as formal evidence of budget review and approval.
- Ensure all requested amounts are justified and align with organizational policies.
- Only authorized signatories may approve budget requests.
- Retain a signed copy for auditing and future reference purposes.
- Incomplete or inaccurate details may delay the approval process.