

Department Budget Allocation Template

Financial Oversight

Department Name: _____

Fiscal Year: _____

Prepared By: _____

Date: _____

Budget Allocation Table

Category	Sub-Category / Item	Allocated Amount	Justification / Notes
Salaries & Wages	Full-Time Staff		
	Part-Time/Contract		
Benefits	Insurance, Retirement, etc.		
Operating Expenses	Office Supplies		
	Utilities		
Travel	Conferences, Trainings		
Equipment	Computers, Furniture, etc.		
Total Budget Allocation			

Additional Notes

Department Head Signature / Date

Finance Approval Signature / Date