

Departmental Project Budget Log

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|-----------------|--|---------------|--|
| Department | | Project Title | |
| Project Manager | | Project Code | |
| Fiscal Year | | Date Started | |
| Total Budget | | Status | |

| Date | Description | Category | Vendor/Payee | Reference # | Amount | Balance | Notes |
|------|-------------|----------|--------------|-------------|--------|---------|-------|
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Project Manager Signature & Date

Department Head Signature & Date