Budget Order Record Form

Information Technology

Format No.

Date of Budget Requested: _____ Requested By: _____

Date of Budget Amount Allocated: _____ Amount Allocated: _____

DESCRIPTION OF BUDGET ORDERED:

SN	Item No.	Item Description	QTY	Used At (Dept./Area)	Amount $

DESCRIPTION OF BUDGET ACTUAL USED:

SN	Item No.	Item Description	QTY	Used At (Dept./Area)	Actual Used	Amount $

DESCRIPTION OF DIFFERENCE:

SN	Item No.	Differ	+ / -	Reason

Requester Signature	Verified Signature	Approved Signature	I.T. Engineer – Work Floor