# Budget approval form

Free template from BudgetRank. Example amounts work in any currency. Rows marked "Example" are samples: replace them with your own.

| Request | Department | Amount | Priority | Requested by | Decision | Approved by | Date |
|---|---|---|---|---|---|---|---|
| Example: new laptops for sales team | Sales | 38,500.00 | Middle | T. Mokoena | Approved | S. Naidoo | 2026-03-04 |
| Example: office rent, March | Operations | 24,000.00 | Top | J. Botha | Approved | S. Naidoo | 2026-03-01 |
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