

Change Request Form

In case of change in budget lines, a maximum no. of 2 change requests / milestone may be approved.

Milestone No:

Request No.:

Date:

Request Title:

Originator's Name:

Phone/Email:

Change in team

Change in budget line

Transfer of funds

Problem Encountered

Suggested Solution

Change in Budget line(BL) / Transfer of funds:-

Milestone no.:__ Amount ____ From BL: ____ To BL: ____

Change in team:-

Name of Staff: Position: Salary/m: Salary/Q:

New staff: Position: Salary/m: Salary/Q:

Other :

Name:

Signature

To be filled by ITAC Unit after review:

Approved

Not Approved

Reason for not approving:

Name: Hanan Abdalla

Financial Control Unit Manager, ITAC

Date:

Change request are approved/not approved within 2 weeks of date submission.

N.B. In case of approval, the above change request should be reflected in a Budget revision form indicating date and number (e.g. budget revision No.1 dated ____) to be sent to ITAC via e-mail to be effective from date of approval of the change request. Change request are not approved retroactively. Failure to submit the Budget Revision form on time will cancel the approval granted on the attached request.