



BUDGET VARIANCE APPROVAL FORM

Name of Vice President

Department name and dept #

Name of Budget Owner

Amount of variance (including GST) _____ OR _____

Amount of unbudgeted capital item
(including GST)

Variance expected for year ending: _____ June 30, 20 ____

Reason for the Variance:

Shortfall in Revenue

Unanticipated Operating Expense

Unanticipated Capital Expenditure

Explanation:

Source of Funding:

A budget variance of \$_____ is approved as indicated above.

Signature of Vice President

Date

Signature of CFO

Date

Original to be retained by the CFO.

- *Copy 1 - Business Services, Senior Accountant, Reporting and Budgeting*
- *Copy 2 - Budget Owner*