

# OFFICE SUPPLIES & EQUIPMENT BUDGET

Expense Planning & Tracking Template

DEPARTMENT \_\_\_\_\_

BUDGET PERIOD \_\_\_\_\_

PREPARED BY \_\_\_\_\_

APPROVED BY \_\_\_\_\_

ITEM DESCRIPTION	CATEGORY	QTY	UNIT PRICE	EST. TOTAL COST	ACTUAL COST	VARIANCE
	▼					
	▼					
	▼					
	▼					
	▼					
	▼					
	▼					
	▼					
	▼					
<b>TOTAL</b>						