

# ANNUAL PAPER AND STATIONERY EXPENDITURE TEMPLATE

Fiscal Year:

Department / Unit:

Prepared By:

Date Created:

Item Description	Unit	Est. Qty Required	Unit Price (\$)	Total Cost (\$)	Notes / Vendor
<b>1. Paper Products</b>					
A4 Copier Paper (Ream)					
A3 Copier Paper (Ream)					
Letterhead Paper					
Writing Pads / Notebooks					
Sticky Notes (Packs)					
<b>2. Writing &amp; Drawing Instruments</b>					
Ballpoint Pens (Black/Blue/Red)					
Pencils & Erasers					
Whiteboard Markers (Set)					
Highlighters					
<b>3. Desktop Organizers &amp; Tools</b>					
Staplers & Staples					
Paper Clips & Binder Clips					
Scissors & Paper Cutters					
Adhesive Tape & Dispensers					
<b>4. Filing &amp; Archiving</b>					
Lever Arch Files					
Manila Folders					

Item Description	Unit	Est. Qty Required	Unit Price (\$)	Total Cost (\$)	Notes / Vendor
Plastic Sleeves / Pocket Files					
Archiving Storage Boxes					
<b>5. Mailing &amp; Miscellaneous</b>					
Envelopes (DL/C4/C5)					
Shipping Labels					
Other Miscellaneous					
				<b>Subtotal:</b>	
				<b>Tax / VAT:</b>	
				<b>Grand Total:</b>	

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Department Manager Signature

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Finance Approver Signature