

ANNUAL OFFICE SUPPLIES SPENDING RECORD

Calendar Year: _____

Department: _____

Prepared By: _____

Approved By: _____

MONTH	PAPER & STATIONERY	WRITING UTENSILS	INK & TONER	DESK ACCESSORIES	BREAKROOM & JANITORIAL	MONTHLY TOTAL
January						
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						
ANNUAL TOTAL						

Prepared By (Signature / Date)

Authorized Approval (Signature / Date)