

# MONTHLY OFFICE EQUIPMENT PROCUREMENT COST REPORT

Office Administration & Procurement Department

**Reporting Month:**

**Prepared By:**

**Department/Cost Center:**

**Date Generated:**

APPROVED BUDGET -----
ACTUAL EXPENDITURE -----
REMAINING VARIANCE -----

NO.	DATE PURCHASED	EQUIPMENT DESCRIPTION	CATEGORY	QTY	UNIT COST	TOTAL COST	STATUS
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
<b>Total</b>							

**Prepared By (Signature & Date)**

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**Approved By (Signature & Date)**