

WORKSPACE FURNITURE PROCUREMENT

Budget & Expense Template

DEPARTMENT:

DATE:

PROJECT / LOCATION:

PREPARED BY:

TOTAL ALLOCATED BUDGET

TOTAL ESTIMATED COST

REMAINING BALANCE

NO.	CATEGORY	ITEM DESCRIPTION	VENDOR / BRAND	QTY	UNIT PRICE	TOTAL COST
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

NO.	CATEGORY	ITEM DESCRIPTION	VENDOR / BRAND	QTY	UNIT PRICE	TOTAL COST
Total Budgeted:						

PROCUREMENT NOTES & SPECIFICATIONS

PREPARED BY (SIGNATURE / DATE)

APPROVED BY (SIGNATURE / DATE)