

Procurement Department Budget Template

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|---------------|--|---------------|--|
| Division Name | | Fiscal Year | |
| Prepared By | | Date Prepared | |

Budget Summary

| Budget Category | Allocated Amount | Actual Spent | Variance | Remarks |
|------------------------|------------------|--------------|----------|---------|
| Personnel | | | | |
| Supplies & Materials | | | | |
| Professional Services | | | | |
| Training & Development | | | | |
| Technology & Software | | | | |
| Travel & Conferences | | | | |
| Other | | | | |
| Total | | | | |

Additional Notes