

Office Supplies and Services Budget Sheet

Department/Team

Enter department or team name

Prepared By

Your name

Period

e.g. Q1 2024

Budget Table

Item / Service	Description	Unit	Quantity	Unit Price	Total	Notes
<div>e.g. Printer Paper</div>	<div></div>	<div>Ream</div>	<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Total						

Remarks / Approval

Additional notes, approval, remarks...