

Procurement Department Budget Template

Organization Name

Enter organization name

Prepared By

Prepared by

Budget Period (e.g. Jan-Dec 20XX)

Enter budget period

Expense Details

Expense Category	Description	Estimated Amount	Actual Amount	Variance
Staff Salaries				
Office Supplies				
Procurement Software				
Training & Development				
Vendor Management				
Other				

Additional Notes

Enter any notes or explanations...

Total Estimated Amount	
Total Actual Amount	
Total Variance	