

OFFICE SUPPLY ALLOCATION

FY 2024 / Q3
DEPARTMENT / DIVISION
Administrative Operations
BUDGET ADMINISTRATOR

Category Item	Annual Budget	Allocated (%)	Amount (\$)
General Stationery & Paper	\$12,000.00	25%	\$3,000.00
Toner & Ink Cartridges	\$12,000.00	40%	\$4,800.00
Writing Instruments & Desk Tools	\$12,000.00	15%	\$1,800.00
Filing & Storage Media	\$12,000.00	10%	\$1,200.00
Breakroom & Misc. Supplies	\$12,000.00	10%	\$1,200.00
Total Allocation	\$12,000.00	100%	\$12,000.00

AUTHORIZED SIGNATURE

DATE APPROVED