

ANNUAL OFFICE SUPPLY ANALYSIS

Fiscal Year: 2023

Department: Corporate Operations

Report Date: Jan 15, 2024

Category	Q1	Q2	Q3	Q4	Total Annual
Paper & Stationery	\$450.00	\$380.00	\$410.00	\$520.00	\$1,760.00
Ink & Toner	\$820.00	\$740.00	\$910.00	\$880.00	\$3,350.00
Technology/Peripherals	\$1,200.00	\$450.00	\$300.00	\$1,100.00	\$3,050.00
Breakroom Supplies	\$310.00	\$325.00	\$290.00	\$440.00	\$1,365.00
Furniture & Ergonomics	\$0.00	\$2,100.00	\$0.00	\$850.00	\$2,950.00
Grand Total Expense					\$12,475.00

Notes:

Q2 Furniture spike due to new workstation installs.
Q4 Tech spike due to annual laptop refresh cycle.

Authorized Signature