

OFFICE SUPPLY BUDGET COMPARISON

Fiscal Period: Q3 2023

Department: Administration
Prepared By: _____

ITEM DESCRIPTION	UNIT PRICE	QTY	BUDGETED	ACTUAL	VARIANCE
Paper & Stationery					
Copy Paper (A4 Case)	\$45.00	10	\$450.00	\$480.00	-\$30.00
Legal Notepads (12pk)	\$18.00	5	\$90.00	\$82.00	+\$8.00
Writing Instruments					
Blue Ballpoint Pens (Box)	\$12.50	4	\$50.00	\$50.00	\$0.00
Fluorescent Highlighters	\$8.00	3	\$24.00	\$31.50	-\$7.50
Technology & Ink					
Black Toner Cartridge	\$85.00	2	\$170.00	\$160.00	+\$10.00

Total Budgeted: \$784.00

Total Actual: \$803.50

Net Variance: -\$19.50

