

SUPPLY INVENTORY & BUDGET

Fiscal Period: _____

Department: _____

Prepared By: _____

ITEM DESCRIPTION	CURRENT STOCK	REORDER QTY	UNIT PRICE (EST.)	TOTAL ESTIMATED
Printer Paper (Case)	2	10	\$45.00	\$450.00
Toner Cartridges (CMYK)	1	2	\$120.00	\$240.00
Ballpoint Pens (Dozen)	5	4	\$12.50	\$50.00
Legal Pads	12	24	\$2.00	\$48.00
File Folders (Box 100)	3	5	\$18.00	\$90.00
Coffee Supplies (Bulk)	1	3	\$65.00	\$195.00

Subtotal:	\$1,073.00
-----------	------------

Est. Tax/Shipping:	\$85.84
--------------------	---------

TOTAL BUDGET:	\$1,158.84
----------------------	-------------------

Notes:

1. Estimates are based on previous quarter vendor pricing. 2. Orders exceeding \$500.00 require manager signature. 3. Stock levels verified as of _____.