

OFFICE COFFEE SHOP BUDGET

Monthly Expenditure Report

Month/Year: _____
Department: _____
Approved By: _____
Inventory Date: _____

CATEGORY ITEM	QTY/UNIT	UNIT PRICE	TOTAL
Coffee Beans (Light/Dark Roast)		\$	\$
Milk & Dairy Alternatives		\$	\$
Sweeteners & Syrups		\$	\$
Paper Filters / Pods		\$	\$
Disposable Cups & Lids		\$	\$
Stirrers & Napkins		\$	\$
Equipment Maintenance/Cleaning		\$	\$
GRAND TOTAL ESTIMATED EXPENDITURE			\$

** This document is a template for internal office tracking purposes only.*