**Administrative Budget Worksheet for All Facilities**

Line C

Office Supplies

**Any item with a unit value of under $5,000 or a life expectancy of one year or less is considered a supply**.

Include general office supplies such as paper and desk supplies. Also include computer paper and computer software.

|  |  |
| --- | --- |
| Office Supplies - Line Item | $ Dollar Amount |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |

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| Describe Procurement Procedures |
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*Use additional pages if needed.*