

**OFFICE EQUIPMENT BUDGET WORKSHEET**  
 (EXCLUDES COMPUTERS/SOFTWARE/A-V)  
 FY 20\_\_-20\_\_

FIN 123 07 2

Cost Center Number: \_\_\_\_\_

Cost Center Name: \_\_\_\_\_

	Description	Justification	Office 7530
1			
2			
3			
4			
5			
<b>TOTAL</b>			\$

**EXAMPLE:**

	Description	Justification	Office 7530
1	Shredder	Current one has too many maintenance calls	\$ 3,000.00
2			
<b>TOTAL</b>			\$ 3,000.00