

Equipment and Supplies Cost Format

Project/Department:

Date:

#	Item Description	Unit	Quantity	Unit Price	Total Cost	Remarks
1	Laptop Computer	pcs	5	900.00	4,500.00	For field staff
2	Printer	pcs	2	200.00	400.00	Office use
3	A4 Paper (500 sheets)	ream	10	5.00	50.00	Consumables
4	Projector	pcs	1	700.00	700.00	Meetings
Grand Total					5,650.00	

Important Notes:

- Ensure that all items listed are accompanied by accurate descriptions and quantities.
- Review prices periodically to maintain updated cost estimates.
- Attach supporting quotations or invoices where possible.
- Use this format to standardize procurement documentation and approval.
- Always indicate specific remarks to clarify the intended use of each item.