

# Material and Supplies Expense Forecast

**Project/Department:** Product Manufacturing

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**Period:** Q3 2024 (July - September)  
**Date Prepared:** June 20, 2024

## Expense Forecast Table

Material/Supply	Unit	Estimated Qty	Unit Cost (\$)	Total Cost (\$)	Notes
Steel Sheets	Ton	12	950	11,400	For chassis fabrication
Plastic Resin	Kg	500	2.5	1,250	Molding components
Packaging Boxes	Box	1,000	0.60	600	Finished goods packaging
Chemical Solvents	Litre	40	10	400	Cleaning & processing
Total Estimated Expense				13,650	

### Notes:

- Quantities and prices are based on latest supplier quotes and internal usage estimates.
- Review and update this forecast regularly to adapt to market price fluctuations and project changes.
- Supporting documentation (quotes, purchase orders) should be kept for verification.
- Unplanned expenses should be reported and justified for audit purposes.