

Supplies and Consumables Cost Statement

Project: Laboratory Upgradation
Department: Bio-Chemistry
Prepared By: Maria Mendoza
Date: 15 March 2024
Reference #: SC-0324-007

Supplies & Consumables Details

#	Description	Unit	Quantity	Unit Price (USD)	Total (USD)
1	Molecular Grade Pipette Tips	Box (1000/box)	15	18.00	270.00
2	Disposable Gloves (Nitrile)	Box (100/box)	20	6.50	130.00
3	Microcentrifuge Tubes 1.5ml	Pack (500/pack)	10	12.00	120.00
4	Ethanol (99%)	Bottle (1L)	5	15.00	75.00
5	Parafilm Roll	Roll	3	9.00	27.00
Subtotal					622.00
Taxes (5%)					31.10
Total Cost					653.10

Important Notes

- All items listed must be supported by relevant purchase receipts or supplier invoices.
- Ensure that quantities and specifications match actual usage and procurement records.
- Taxes and any additional charges should be calculated as per organizational guidelines.
- This statement should be reviewed and approved by the project/department head.
- Retain original documents for future audits or verification purposes.