

2012 WORK AND FINANCIAL PLAN
OCA- i-serve office
(Office Supplies Expenses)

Item Description	Estimated Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Total Cost
		QTY.	Total Cost	QTY.	Total Cost	QTY.	Total Cost	QTY.	Total Cost	
Toners for HP-1022 printer (12A)	3,325	2	6,650.00	2	6,650.00	2	6,650.00	2	6,650.00	26,600.00
Folder, short	3.25	50	162.50	50	162.50	50	162.50	50	162.50	650
Sterling notebooks	49.75	4	199.00	4	199.00	4	199.00	4	199.00	796
Colored paper, short/substance 24	285.00	3	855.00	3	855.00	3	855.00	3	855.00	3,420.00
Energizer batteries, size AA 2's	90.00	1	90.00	1	90.00	1	90.00	1	90.00	360
Plastic ring binder	23.50	6	141.00	6	141.00	6	141.00	6	141.00	564
TOTAL			8,097.50		8,097.50		8,097.50		8,097.50	32,390.00