

ANNUAL PROCUREMENT PLAN - COMMON USE SUPPLIES AND EQUIPMENT (APP-CSE) 2025 FORM

This form contains the common use supplies and equipment (CSE) being carried by the Procurement Service - Department of Budget and Management (PS-DBM) that shall be purchased by government agencies. Consistent with the DBM Circular Letter Nos. 2011-6 and 2020-57, the Agency/Philippine Government Electronic Procurement System (eProcurement) will be able to purchase CSE from the PS-DBM. Only agencies that have been approved by the Procurement Service (eProcurement) will be able to purchase CSE from the PS-DBM. Note that the items listed on this form have been arranged in accordance with the United Nations Standard Products and Services Code (UNSPSC).

- APP-CSE 2025 (GSA)**
- 1.0 The APP-CSE form must be completed using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the eProcurement and Downloads page of PS-DBM website (www.ps-dbm.gov.ph).
- 2.0 All information must be provided accurately.
- 3.0 Kindly refer to the list of common use supplies and equipment (CSE) under the "What We Sell" tab for the detailed technical specifications and sample photo of the items.
- 4.0 Items that are not included in the list of common use supplies and equipment (CSE) under the "What We Sell" tab, but are necessary for the agency's operations, may be included in the APP-CSE form. Other items can be downloaded from the Downloads page of PS-DBM website (www.ps-dbm.gov.ph) and must be submitted to PS-DBM through this link: <https://ps-dbm.gov.ph/ps-dbm/submit>. Instructions on how to fill-out is included in the reminders of the form.
- 5.0 Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, Agency should upload the signed copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF) to the agency's eProcurement account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signatures shall be deemed invalid.
- 6.0 Agency should ensure that the APP-CSE form is updated in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF) to the agency's eProcurement account on or before the prescribed period or deadline. Any APP-CSE form that is not updated or has incomplete signatures shall be deemed invalid.
- 7.0 Should there be a change in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their eProcurement account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.
- 8.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0912-2944126 (Smyth) or 0982-8235199 (Smyth), or email appcse@ps-dbm.gov.ph, or visit the PS-DBM website (www.ps-dbm.gov.ph) for the guide on how to fill-out the APP-CSE.

Department Bureau/Office: 9424660 VETERINARY
 Position: ROCKY L. LUTZ (ADMIN)
 Address: SARROSON, BRNOY, DAVAO

Agency Code/UCS: 309100N123
 Operation Type: JTILITY

Note: The APP-CSE for FY 2025 must be submitted on or before 31 July 2023.
 Contact Person: ETHEL S. BRIONES
 Position: PUBLIC RELATIONS OFFICER/PR
 Email: ethel.s.briones@ps-dbm.gov.ph
 Telephone: 021-808-2500

PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOSITS)

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	Total Amount for the year									
		Jan	Feb	Mar	Q1	Apr	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4					
ALCOHOL OR ALCOHOL BASED ANTISEPTICS																									
1. 1271961-014 ALCOHOL, EMBL 300 ML	bottle	3	3	3	9	453.87	3	3	3	9	453.87	3	3	3	9	453.87	3	3	3	9	453.87	36	30,481	1,333,440	
2. 1291961-009 ALCOHOL, EMBL 1 Gallon	gallon	2	2	2	6	2,142.54	2	2	2	6	2,142.54	2	2	2	6	2,142.54	2	2	2	6	2,142.54	24	357,000	8,579,160	
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																									
3. 6021410-001 CLEANBOOK, A4 size	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0.00	0.00
4. 6021410-002 CLEANBOOK, 8 1/2 x 11	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0.00	0.00
5. 6021410-003 BRUSH, Bristle/bristle	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0.00	0.00
6. 6021410-004 SIGN PEN, FINE TIP, Black	piece	3	3	3	9	402.46	3	3	3	9	402.46	3	3	3	9	402.46	3	3	3	9	402.46	36	44,722	1,509,372	
7. 6021410-005 SIGN PEN, FINE TIP, Blue	piece	3	3	3	9	514.80	3	3	3	9	514.80	3	3	3	9	514.80	3	3	3	9	514.80	36	57,240	2,299,260	
8. 6021410-006 SIGN PEN, Medium Tip, Black	piece	3	3	3	9	333.00	3	3	3	9	333.00	3	3	3	9	333.00	3	3	3	9	333.00	36	44,722	1,509,372	
9. 6021410-007 SIGN PEN, Medium Tip, Blue	piece	3	3	3	9	402.46	3	3	3	9	402.46	3	3	3	9	402.46	3	3	3	9	402.46	36	44,722	1,509,372	
10. 6021410-008 SIGN PEN, Fine Tip, Blue	piece	3	3	3	9	514.80	3	3	3	9	514.80	3	3	3	9	514.80	3	3	3	9	514.80	36	57,240	2,299,260	
11. 6021410-009 SIGN PEN, Medium Tip, Blue	piece	3	3	3	9	333.00	3	3	3	9	333.00	3	3	3	9	333.00	3	3	3	9	333.00	36	44,722	1,509,372	
12. 6021410-010 SIGN PEN, Extra Fine Tip, Red	piece	3	3	3	9	402.46	3	3	3	9	402.46	3	3	3	9	402.46	3	3	3	9	402.46	36	44,722	1,509,372	
13. 6021410-011 SIGN PEN, Fine Tip, Red	piece	3	3	3	9	514.80	3	3	3	9	514.80	3	3	3	9	514.80	3	3	3	9	514.80	36	57,240	2,299,260	
14. 6021410-012 SIGN PEN, Medium Tip, Red	piece	3	3	3	9	333.00	3	3	3	9	333.00	3	3	3	9	333.00	3	3	3	9	333.00	36	44,722	1,509,372	
15. 6021410-013 MARKING TAPE	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0.00	0.00
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																									
16. 4021210-000 DOCUMENT CAMERA	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0.00	0.00
17. 4021210-001 HALPHEDON PROJECTOR	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0.00	0.00
BATTERIES AND CELLS AND ACCESSORIES																									
18. 2011001-002 BATTERY, 9V, 6LR26 AA	pack	3	3	3	9	384.43	3	3	3	9	384.43	3	3	3	9	384.43	3	3	3	9	384.43	36	20,449	727,644	
19. 2011001-001 BATTERY, 9V, 6LR26 AAA	pack	3	3	3	9	185.96	3	3	3	9	185.96	3	3	3	9	185.96	3	3	3	9	185.96	36	24,249	868,236	
CLEANING EQUIPMENT AND SUPPLIES																									
20. 6721001-001 AIR FRESHENER	can	2	2	2	6	523.86	2	2	2	6	523.86	2	2	2	6	523.86	2	2	2	6	523.86	24	8,731	2,095,440	
21. 6721001-002 BROOM (with 3 Temp)	piece	3	3	3	9	1,123.20	3	3	3	9	1,123.20	3	3	3	9	1,123.20	3	3	3	9	1,123.20	36	124,800	4,482,480	
22. 6721001-003 BROOM (with 3 Temp)	piece	3	3	3	9	234.00	3	3	3	9	234.00	3	3	3	9	234.00	3	3	3	9	234.00	36	23,000	988,800	
23. 6721001-004 CLEANER, Toilet Bowl and Urinal	bottle	2	2	2	6	249.60	2	2	2	6	249.60	2	2	2	6	249.60	2	2	2	6	249.60	24	4,160	998,400	
24. 6721001-005 CLEANER, Staining Remover	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0.00	0.00
25. 6721001-006 CLEANING SOAP	piece	3	3	3	9	64.06	3	3	3	9	64.06	3	3	3	9	64.06	3	3	3	9	64.06	36	9,244	324,440	
26. 6721001-007 CLEANING SOAP	piece	3	3	3	9	611.20	3	3	3	9	611.20	3	3	3	9	611.20	3	3	3	9	611.20	36	34,536	1,244,400	
27. 6721001-008 DETERGENT SOAP	piece	2	2	2	6	839.34	2	2	2	6	839.34	2	2	2	6	839.34	2	2	2	6	839.34	24	13,929	5,357,360	
28. 6721001-009 DETERGENT SOAP	piece	1	1	1	3	146.40	1	1	1	3	146.40	1	1	1	3	146.40	1	1	1	3	146.40	12	4,640	181,440	
29. 6721001-010 MOP, WALK BEHIND TYPE, red	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0.00	0.00
30. 6721001-011 MORTAR CLEANER	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0.00	0.00

Item & Specifications			Monthly Quantity Requirement												Total Quantity		Price	Total Annual											
Item #	Description	Unit of Measure	Jan	Feb	Mar	Q1	Q2	Q3	Q4	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Q4	Q1	Q2	Q3	Q4	Price	Total Annual	
1	4011001-15-001	Business inventory specific software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
2	4011002-15-002	Business inventory and enterprise resource planning (ERP) software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
3	4011003-15-003	Customer service or relationship software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
4	4011004-15-004	Customer relationship and sales software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
5	4011005-15-005	Customer relationship software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
6	4011006-15-006	CRM management and sales software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
7	4011007-15-007	Customer relationship software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
8	4011008-15-008	Hardware or reference software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
9	4011009-15-009	Business health software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
10	4011010-15-010	Information and sales software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
11	4011011-15-011	Network management software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
12	4011012-15-012	Network management software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
13	4011013-15-013	Network management software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
14	4011014-15-014	Operating system software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
15	4011015-15-015	Security and protection software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
16	4011016-15-016	Utility and system driver software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
PART II. OTHER ITEMS NOT AVAILABLE AT FS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES. (Note: Please indicate price of items)																													
17	4011017-15-017	MAILER	piece	25	25	50	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2,500.00	
18	4011018-15-018	MAILER WITH ENVELOPE	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
19	4011019-15-019	JAN/WHITE FLX M	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
20	4011020-15-020	STICKER PAPER	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
21	4011021-15-021	STICKER PAPER	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
22	4011022-15-022	STICKER PAPER	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
23	4011023-15-023	STICKER PAPER	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
24	4011024-15-024	STICKER PAPER	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
25	4011025-15-025	STICKER PAPER	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
26	4011026-15-026	STICKER PAPER	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
27	4011027-15-027	STICKER PAPER	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
28	4011028-15-028	STICKER PAPER	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
29	4011029-15-029	STICKER PAPER	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
30	4011030-15-030	STICKER PAPER	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
31	4011031-15-031	STICKER PAPER	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
32	4011032-15-032	STICKER PAPER	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
33	4011033-15-033	STICKER PAPER	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
34	4011034-15-034	STICKER PAPER	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
35	4011035-15-035	STICKER PAPER	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
36	4011036-15-036	STICKER PAPER	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
37	4011037-15-037	STICKER PAPER	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
38	4011038-15-038	STICKER PAPER	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	

Item #	Item Specifications	Unit of Measure	Monthly Quantity Requirements												Total Quantity for the year	Price	Total Amount for the year																	
			Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec																				
36	8011305-11-206	DOCUMENT SERVICES	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
40	8011305-11-200	WATER DISPENSERS	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
41	8011305-11-211	MANUFACTURING	yard	1	1	1	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3						
42	8011305-11-212	GAZE BOYS	unit	1	0	0	1	400.00	1	0	0	1	400.00	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
43	8011305-11-204	PROJECT PRINTERS	unit	1	0	0	1	15,000.00	1	0	0	1	15,000.00	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
44	8011305-11-214	PERIPHERALS	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
45	8011305-11-206	AGRICULTURE EQUIPMENT	boxes	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
46	8011305-11-206	PERIPHERALS	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
47	8011305-11-207	OS&A GARDIA	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
48	8011305-11-206	FIELD MARK	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
49	8011305-11-216	IDENTIFYING MACHINE	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
50	8011305-11-200	FIELD UTILITIES	piece	7	7	7	7	3,000.00	7	1	2	5	2,500.00	1	2	2	5	2,500.00	2	2	2	2	2	2	2	2	2	2	2	2				
51	8011305-11-201	AIRLINE TICKETS (DOMESTIC)	board	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0			
52	8011305-11-202	AIRLINE TICKETS (INTERNATIONAL)	board	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0			
53	8011305-11-202	CALL (SPEAK or MONITORING)	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0			
54	8011305-11-204	MOBILE TELEPHONE (VEHICLE PHONE)	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0			
55	8011305-11-203	SPECIALTY (JELLY) VEHICLE (JAV)	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0			
56	8011305-11-205	PERSONNEL VAN	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0			
57	8011305-11-207	VAN	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0			
58	8011305-11-208	TRAVELER VEHICLE	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
59	8011305-11-208	TOWK AT TRUCK	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
60	8011305-11-208	ALL TERRAIN VEHICLE (ATV)	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
61	8011305-11-201	MOPERATOR OWNERS-THE GEP	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
62	8011305-11-202	WATERBURY PASSENGER JERNE-THE VEHICLE	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
63	8011305-11-203	MOTORCYCLE	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
64	8011305-11-204	YARD SIGN	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
A. TOTAL																																	453,798.44	
B. ADDITIONAL PROVISION FOR INFLATION (50% OF TOTAL)																																		22,689.94
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (IF APPLICABLE)																																		-
D. GRAND TOTAL (A + B + C)																																	481,798.02	
E. APPROVED BUDGET BY THE AGENCY HEAD																																		

Unit of Measure
 Monthly Quantity Requirements
 Total Quantity for the year
 Price
 Total Amount for the year

Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec

453,798.44
 22,689.94
 -
 481,798.02

Wa hereby warrant that the total amount reflected in this Annual Procurement Plan to procure the listed common-use supplies, materials, and equipment has been included in or is within our approved budget for the year.

Certified Funds Available / Certified Appropriation Funds Available:
 GENERAL FUND
 Property/Supply Officer

Accountant / Budget Officer: *[Signature]*
 Approved by: *[Signature]*
 Head of Office/Agency: *[Signature]*