

#5

Pittsfield Elementary School  
BUDGET PLANNING WORKSHEET

Grade Team, Department, or Individual: \_\_\_\_\_

Budget Year

Budget Code: Function: \_\_\_\_\_ Object: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

\_\_\_\_\_

Vendor Telephone: \_\_\_\_\_

Requested Items (Please be specific; include exact titles, descriptions, etc.):

<u>QUANTITY</u>	<u>ITEM NUMBER</u>	<u>ITEM DESCRIPTION</u>	<u>COST EACH</u>	<u>TOTAL COST</u>
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SUBTOTAL \_\_\_\_\_

15% SHIPPING \_\_\_\_\_

TOTAL COST \_\_\_\_\_

Justification: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_