College/Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fund Source: 101/161/164/184

Nature of Supply: **Supplies and Materials** For the Month: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Beginning Balance**  | **Description** | **Addition** | **Deduction** | **Balance** | **Remarks** |
|  | **Office Supplies** |  |  |  |  |
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|  | **Janitorial Supplies** |  |  |  |  |
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|  | **Field Supplies** |  |  |  |  |
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|  | **Other Supplies** |  |  |  |  |
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Prepared by: Certified correct:

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Property Custodian Head of College/Unit