

**FISCAL YEAR 2026-27**

**BUDGET JUSTIFICATION**

**MATERIALS & SERVICES**

**ACCOUNT CODE:** 6004  
**ACCOUNT TITLE:** Office Supplies and Printing  
**ACCOUNT TOTAL:** \$1650

| DESCRIPTION                                                                         | AMOUNTS                       |
|-------------------------------------------------------------------------------------|-------------------------------|
| The Office Supply line item is used to purchase a wide range of supplies including: |                               |
| Office Equipment - 600<br>Laptop computer replacement                               | \$600                         |
| Office supplies - 800<br>Paper, files, toner, pens/pencils, etc.                    | \$800                         |
| Postage/Mailing supplies – 100<br>Stamps, mailers, envelopes                        | \$100                         |
| Library/Reference - 150<br>Standards, Fire Codes                                    | \$150                         |
| Website Maintenance/Operation- \$0<br>Streamline \$100 x 12                         | Covered by SAFER Grant<br>\$0 |
| FY 25-26 \$1550                                                                     |                               |