

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2024 FORM - OTHER ITEMS

This form shall be utilized by government agencies for items that are not available in the PS-DBM catalogue but are regularly purchased from other sources. Information given in this form will serve as a survey to identify the items that may be considered as CSE by the PS-DBM.

**Agency:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_  
**State:** \_\_\_\_\_  
**Zip:** \_\_\_\_\_  
**Agency Code/PLCS:** 10 001 05 00029  
**Organization Name:** \_\_\_\_\_  
**Contact Person:** LEANNE L CARO  
**Phone:** 602-974-1627  
**Email:** leanne.car@arizona.gov  
**Department/Division/Office:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_  
**State:** \_\_\_\_\_  
**Zip:** \_\_\_\_\_  
**Agency Code/PLCS:** \_\_\_\_\_  
**Organization Name:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Department/Division/Office:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_  
**State:** \_\_\_\_\_  
**Zip:** \_\_\_\_\_

No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
1		Other Items NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Please indicate price of items)																
2		Stapler Black	PCS	30														0.00
3		Stapler Paper 4x	PACK	3														7.00
4		Microphone	PCS	2														500.00
5		Scalpel Paper Sharp	PKTS	20														900.00
6		Paper Ink	BOX	2														280.00
7		Printer	PCS	10														400.00
8		Printer Color 4 page 1 entry	PCS	2														600.00
9		Printer Color Ink	PCS	30														600.00
10		Printer Ink	PCS	2														200.00
11		Printer Ink	PCS	2														500.00
12		Printer Ink	PCS	15														25.00
13		Printer Ink	PCS	10														150.00
14		Printer Ink	PCS	10														70.00
15		Printer Ink	PCS	20														30.00
16		Printer Ink	PCS	5														400.00
<b>A. TOTAL</b>																		25,470.00
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																		2,547.00
<b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)</b>																		
<b>D. GRAND TOTAL (A + B + C)</b>																		28,017.00
<b>E. APPROVED BUDGET BY THE AGENCY HEAD</b>																		28,017.00

We 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.

Prepared by: \_\_\_\_\_  
 STERLING L. COOPER  
 President/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:  
 \_\_\_\_\_  
 KENNETH O. DAVID  
 Accountant / Budget Officer

Approved by: \_\_\_\_\_  
 CHRISTINE E. ARONOVA  
 Head of Office/Agency

Date Prepared: July 27, 2023