

☒ Original PMP☐ Revised (Changed items, same budget)☐ Supplemental


PROJECT PROCUREMENT MANAGEMENT PLAN (PMP)


CY 2024


Unit/Office/Dept/Div: Office of the Director for Extension
Project Code: ODEX Admin (Noted)
Purpose: Faculty & Staff Meeting

Total Budget : 31,250.00
Funding : GF-MOOE - Tentative
PMP #: 162-5-2869-2024-0-0-3

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Food & Food Ingredients																
Snacks AM	90	set	80.00	7,200.00		15	15			15			30		15	
Sub-Total				7,200.00												
Grand Total				7,200.00												

Prepared by: 
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Noted by: 
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Unit Head/Project Leader

Noted By: 
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Date: 01/11/2024

<> *Funding Sources: General Fund(GF), Trust Fund(TF), Special Trust Fund(STF), IGP, Supplemental or Augmentation
Note: Please make a separate PMP for each funding source.
Categorize the entries such as Office Supplies, Office Appliance & Equipment, Office Furniture, Laboratory Supplies, IT Equipment, Construction & Electrical Supplies, Farm & Agricultural Supplies, Feeds & Feed Ingredients, Medical & Dental Supplies, Auto Supplies

Note:
Extension staff meeting have 6 TSA
per meeting have 15 persons