

Annex 1

COMMODITY CATEGORY	2017/18 Financial Year				2018/19 Financial Year			
	Q1 2017/18	Q2 2017/18	Q3 2017/18	Q4 2017/18	Q1 2018/19	Q2 2018/19	Q3 2018/19	Q4 2018/19
HYGIENE & CLEANING	£73.14	£152.98	£2.88	£172.09	£120.25	£92.30	£176.97	£242.94
PPE & WORKPLACE SAFETY	£36.37	£12.08	£0.00	£18.12	£6.04	£42.99	£2.94	£32.52
IT ENVIRONMENT	£1,453.01	£852.26	£1,171.88	£2,986.04	£2,471.93	£3,201.68	£1,705.86	£4,550.18
MACHINE CONSUMABLES	£0.00	£0.00	£0.00	£0.00	£0.00	£52.78	£0.00	£0.00
OFFICE MACHINES	£2,310.61	£1,010.37	£1,301.70	£5,023.48	£2,324.39	£1,335.89	£3,141.11	£4,122.89
LABELS, SIGNAGE & IDENTIFICATION	£2,554.05	£1,999.73	£2,576.34	£4,624.30	£4,215.96	£2,025.95	£2,590.32	£3,326.61
PAPER	£17,936.93	£16,405.21	£20,811.28	£22,501.16	£20,553.04	£21,705.37	£21,066.65	£26,486.71
BOOKS & PADS	£8,592.62	£8,180.22	£11,288.26	£11,698.71	£11,385.27	£12,756.39	£12,664.92	£18,938.38
WRITING AND CORRECTION	£4,446.09	£4,882.40	£5,390.14	£6,722.06	£6,756.54	£6,625.23	£6,599.33	£9,739.20
OFFICE STATIONERY	£2,144.45	£2,024.66	£2,301.76	£2,451.58	£2,541.79	£2,903.23	£3,147.99	£3,749.61
RECEPTION, OFFICE & PERSONAL	£746.24	£1,259.81	£1,123.03	£1,027.87	£766.54	£2,288.63	£1,600.73	£1,945.78
FURNITURE & MEETING ROOM	£2,607.26	£3,993.34	£2,683.25	£4,002.90	£3,392.66	£5,635.01	£3,503.28	£7,152.83
DOCUMENT PRESENTATION	£1,914.10	£1,302.35	£1,527.12	£1,318.42	£1,620.79	£1,738.81	£1,567.06	£2,184.15
FILING	£3,012.64	£2,773.29	£2,567.31	£3,862.44	£3,167.78	£5,207.20	£10,216.07	£26,013.16
PACKAGING, POSTROOM & ENVELOPES	£2,033.82	£1,959.15	£1,932.89	£2,257.94	£1,911.73	£1,307.60	£1,720.71	£2,897.12
EDUCATIONAL PRODUCTS	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
TOTAL QUARTELY SPEND	£49,861.33	£46,807.85	£54,677.84	£68,667.11	£61,234.71	£66,919.06	£69,703.94	£111,382.08