





- A. Salaries of administrative and clerical staff for activities such as:
 - Accounting and budgeting activities
 - Filing
 - General department administration
 - Grants and contracts administration
 - Maintaining databases
 - Processing and tracking routine purchase orders
 - Routine travel planning
 - Routine data entry
- B. Office supplies such as:
 - Binders
 - Business cards
 - Copier paper
 - Envelopes
 - File folders and labels
 - Postage for general use
- C. Local telephone service
 - Long distance processing
 - Cellular
 - Pagers or cell phones

