

INVENTORY CHECKLIST

Administrative Supplies Logistics

Date: _____

Inspector: _____

STATUS	ITEM DESCRIPTION	CURRENT STOCK	MIN. LEVEL	NOTES
WRITING & CORRECTION				
	Ballpoint Pens (Black/Blue/Red)		24 Units	
	Permanent Markers / Highlighters		12 Units	
	Correction Tape / Fluid		5 Units	
PAPER & STATIONERY				
	A4 Copy Paper (80gsm)		10 Reams	
	Letterhead Stationery		2 Reams	
	Legal Pads / Notebooks		10 Units	
	Sticky Notes (Various sizes)		1 pk/size	

STATUS	ITEM DESCRIPTION	CURRENT STOCK	MIN. LEVEL	NOTES
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FASTENERS & ADHESIVES

Staples (Standard 26/6) 5 Boxes

Paper Clips (Small/Jumbo) 4 Boxes

Binder Clips (Assorted) 3 Packs

MAILING & FILING

Envelopes (Standard/Manila) 100 Units

Manila Folders / Tab Dividers 50 Units

Bubble Mailers / Shipping Tape 2 Rolls

Authorization: _____ **Date:** ___ / ___ / ___