

STATIONERY INVENTORY

Corporate Supply Tracking Sheet

Period: _____

Audited By: _____

CATEGORY	ITEM DESCRIPTION	SKU / CODE	UNIT	MIN. LEVEL	ON HAND	TO ORDER	STATUS
Paper	Letterhead - Premium White A4	PAP-LH-01	Ream	10	_____	_____	
Paper	Envelopes - C4 Windowless	ENV-C4-99	Box/250	5	_____	_____	
Writing	Branded Ballpoint Pens - Blue	PEN-BL-BR	Box/50	4	_____	_____	
Folders	Corporate Presentation Folders	FLD-PR-NVY	Pack/20	15	_____	_____	
Cards	Executive Business Cards (Blank)	CRD-BUS-01	Pack/100	2	_____	_____	
Mailing	Shipping Labels - 4x6	LBL-SHP-02	Roll	8	_____	_____	
Notebooks	A5 Hardcover Meeting Journals	NOT-A5-BLK	Each	20	_____	_____	

CATEGORY	ITEM DESCRIPTION	SKU / CODE	UNIT	MIN. LEVEL	ON HAND	TO ORDER	STATUS
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NOTES / SPECIAL REQUESTS:

Manager Signature