

# SUPPLY MANAGEMENT INVENTORY

Executive Workplace Solutions

Date: \_\_\_\_\_

Department: \_\_\_\_\_

ITEM DESCRIPTION	CATEGORY	MIN QTY	CURRENT	STATUS	SUPPLIER / REF NO.
Premium Bond A4 Paper (Reams)	Stationery	10			OfficeMax / #9920
Toner Cartridge - Black (High Yield)	Technology	2			HP Global / CE255X
Ballpoint Pens - Black (Box 12)	Writing	5			Pilot / BL-G2
Legal Pads - Canary (Dozen)	Stationery	3			Standard / #4410
Sanitizing Wipes (Bulk Container)	Facilities	4			EcoClean / #772

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## PROCUREMENT NOTES

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