

# INVENTORY CONTROL

Office Supplies & Asset Management

Date: \_\_\_\_\_  
Department: \_\_\_\_\_  
Location: \_\_\_\_\_

STATUS	ITEM SKU/ID	DESCRIPTION / ITEM NAME	IN STOCK	MIN QTY	SUPPLIER / NOTES
	OFF-PAP-001	Letter Paper (A4) - White 80gsm	—	10	Global Office Corp
	OFF-INK-402	Toner Cartridge - Black (HP-M402)	—	2	Standard Tech
	OFF-STA-015	Heavy Duty Staples (Box/5000)	—	5	Wholesale Hub
	OFF-PEN-99	Ballpoint Pens - Blue (Pack/12)	—	12	Internal Stock
	OFF-FOL-088	Manila Folders - Letter Size	—	100	Global Office Corp
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Inventory Specialist Signature

Supervisor Approval

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