

OFFICE SUPPLY INVENTORY

Retail Stock Audit Report

Date: _____
Location: Store #402 / Floor A

SKU / ID	ITEM DESCRIPTION	CATEGORY	ON HAND	MIN LEVEL	UNIT COST	STATUS
PRT-7720	Premium A4 Copy Paper (500ct)	Paper	142	50	\$6.45	In Stock
WRT-0041	Retractable Gel Pens, Black (12pk)	Writing	12	20	\$11.20	Low Stock
ORG-9912	Heavy Duty Lever Arch File (Blue)	Filing	85	30	\$4.15	In Stock
TEC-3301	USB-C Multimedia Hub (6-in-1)	Tech	4	5	\$32.00	Reorder

Inventory Specialist Name

Manager Signature

