

INVENTORY AUDIT LOG

Warehouse Sector:

Date: _____

Auditor: _____

OFF-7721	Premium A4 Printer Paper (500ct)	Stationery	142	50	Optimal	-
IT-9904	Wireless Optical Mouse - Matte Black	Hardware	12	15	REORDER	Delayed shipment
WRI-221	Retractable Gel Pens (Blue) 12pk	Writing	85	20	Optimal	-
ORG-445	Heavy Duty Lever Arch File (Black)	Storage	48	40	Warning	Review usage
MNT-102	27" IPS Productivity Monitor	Furniture	6	2	Optimal	Reserved for HR
INK-550	LaserJet Toner Cartridge High Yield	Consumables	4	10	REORDER	Critical priority

CAB-012	CAT6 Ethernet Cable (3 meters)	Cables	30	15	Optimal	-
---------	--------------------------------	--------	----	----	----------------	---

Warehouse Management System | Confirmed by: _____