

# OFFICE SUPPLY INVENTORY

Systematic Tracking Log

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

CATEGORY	ITEM DESCRIPTION	UNIT	MIN. LEVEL	CURRENT STOCK	REORDER STATUS
Writing Utensils	Ballpoint Pens, Black (12ct)	Box	2		<input type="checkbox"/> High <input type="checkbox"/> Low <input type="checkbox"/> Order
	Highlighters, Assorted (5ct)	Pack	1		<input type="checkbox"/> High <input type="checkbox"/> Low <input type="checkbox"/> Order
Paper Products	A4 Multipurpose Paper	Ream	5		<input type="checkbox"/> High <input type="checkbox"/> Low <input type="checkbox"/> Order
	Sticky Notes, Yellow 3x3	Pad	10		<input type="checkbox"/> High <input type="checkbox"/> Low <input type="checkbox"/> Order
Fasteners	Paper Clips, Standard	Box	3		<input type="checkbox"/> High <input type="checkbox"/> Low <input type="checkbox"/> Order
	Staples, 26/6 Premium	Box	2		<input type="checkbox"/> High <input type="checkbox"/> Low <input type="checkbox"/> Order

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Verified By: \_\_\_\_\_ Next Review Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_