

OFFICE SUPPLY INVENTORY

Comprehensive Stock Checklist

Date: _____ Updated By: _____

STATUS	ITEM DESCRIPTION	SPECIFICATIONS	MIN QTY	CURRENT	REORDER POINT
Writing & Correction					
	Ballpoint Pens (Black)	1.0mm Medium	24	_____	1 Box
	Highlighters	Assorted 5-Pack	5	_____	2 Packs
	Correction Tape	Single Line White	4	_____	1 Pack
Paper & Stationery					
	Letter Paper (8.5x11)	20lb White, 500ct	10	_____	2 Cases
	Sticky Notes (3x3)	Yellow Classic	12	_____	1 Cabinet Pack

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	Legal Pads	Yellow, Narrow Ruled	6	_____	1 Dozen
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Fastening & Organization

	Paper Clips	Standard No. 1	5	_____	3 Boxes
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	Staples	Standard 26/6	2	_____	1 Box (5k)
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	File Folders	Letter Size, 1/3 Tab	100	_____	1 Box
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Mailing & Shipping

	Envelopes	#10 Security Tint	250	_____	1 Box
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	Shipping Tape	2" Clear Acrylic	3	_____	1 Pack (6)
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Notes: Check storage room B for overflow stock before placing new orders.