

OFFICE INVENTORY CONTROL

Department: _____

Inventory Date: ____ / ____ / 20____

Location: _____

REF	ITEM DESCRIPTION	PAR LEVEL	ON HAND	TO ORDER	NOTES / SUPPLIER
01	Paper, A4 White (Reams)	20			Universal Brand
02	Toner, Black (LaserJet)	4			Model HP-05X
03	Pens, Ballpoint Blue (Box 12)	5			
04	Staples (Box 5000)	2			Standard 26/6
05	Sticky Notes, 3x3 Yellow	10			
06	File Folders, Letter Size	100			Manila
07	Paper Clips, Large	10			
08	Envelopes, No. 10	500			Security Tint

REF	ITEM DESCRIPTION	PAR LEVEL	ON HAND	TO ORDER	NOTES / SUPPLIER
09	Highlighters, Assorted	3			Pack of 5
10	Batteries, AA (Pack 8)	4			Alkaline

Inventory Conducted By
Manager Approval