

EXECUTIVE INVENTORY MONITOR

Department: _____

Date: ____ / ____ / 20____

Auditor: _____

ITEM DESCRIPTION	CATEGORY	MIN. LEVEL	ON HAND	LAST RESTOCK	ORDER	NOTES
Legal Pads (Yellow)	Stationery	10				
Premium Ink Cartridges	Technology	4				
Executive Ballpoint Pens	Writing	24				
A4 High-Grade Paper	Stationery	5 Reams				
File Folders (Tabbed)	Filing	50				
Staple Refills	Accessories	2 Boxes				
Adhesive Notes (3x3)	Stationery	12				
Binder Clips (Assorted)	Accessories	100				

ITEM DESCRIPTION	CATEGORY	MIN. LEVEL	ON HAND	LAST RESTOCK	ORDER	NOTES
USB-C Data Cables	Technology	3				
Meeting Minutes Journal	Stationery	2				

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