

OFFICE INVENTORY

Supply Management Log

Date: _____

Location: _____

ITEM DESCRIPTION	CATEGORY	ON HAND	MIN. LEVEL	LAST ORDERED	RESTOCK?	NOTES
Printer Paper (A4)	Paper	12	5	Oct 12		Standard White
Ballpoint Pens (Black)	Writing	4	10	Sept 05		Low stock - Reorder
Ink Cartridges (XL)	Toner	2	2	Oct 01		Model #450
File Folders	Filing	50	20	Aug 15		Manila
Paper Clips (Large)	Stationery	3	2	July 20		Boxes
Staples	Stationery	1	2	Sept 30		Standard 26/6

Inventory Audited By: _____ Next Review Date: ____ / ____ / ____