

OFFICE INVENTORY

SUPPLY MANAGEMENT LOG

DATE: _____ / _____ / 20____

ITEM DESCRIPTION	LOCATION/BIN	CURRENT	MIN LEVEL	STATUS
01. WRITING & CORRECTION				
Black Ink Pens (Box 12)	Shelf A-1		2	
Mechanical Pencils 0.7mm	Shelf A-1		5	
Yellow Highlighters	Drawer 2		10	
02. PAPER & STATIONERY				
A4 Copy Paper (Reams)	Storage Room		10	
Sticky Notes 3x3 (Yellow)	Shelf B-3		12	
Legal Pads (White)	Shelf B-4		5	
03. BINDING & FILING				
Paper Clips (Large)	Drawer 1		3	
Manila Folders (Letter)	Cabinet 2		100	
Staples (Standard Box)	Shelf A-2		2	

ITEM DESCRIPTION	LOCATION/BIN	CURRENT	MIN LEVEL	STATUS
04. MAILING & SHIPPING				
#10 Business Envelopes	Shelf C-1		200	
Packing Tape (Clear)	Shelf C-2		4	

NOTES / SPECIAL ORDERS: