

OFFICE INVENTORY PROCUREMENT

Resource Management Log

Date: _____

Department: _____

ITEM DESCRIPTION	PREFERRED VENDOR	CURRENT STOCK	ORDER QTY	EST. UNIT PRICE	TOTAL
A4 Premium Copy Paper (500ct)	Global Office Supplies	2 Reams	10	\$6.50	
Ink Cartridge - Black High Yield	TechSolutions	1	4	\$45.00	
Heavy Duty Stapler (Silver)	Direct Stationery	0	2	\$22.00	

ITEM DESCRIPTION	PREFERRED VENDOR	CURRENT STOCK	ORDER QTY	EST. UNIT PRICE	TOTAL
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Requested By:

Name / Signature

Authorized By:

Manager Signature

Subtotal: \$_____

Tax: \$_____

Grand Total: \$_____