

OFFICE SUPPLY INVENTORY EVALUATION

Systematic Audit Log – Q3 2023

Date: _____

Auditor: _____

CATEGORY	ITEM DESCRIPTION	CURRENT	MIN. LEVEL	REORDER	CONDITION / NOTES
Paper Products	A4 Multipurpose Paper (White)	12	20	High	Low stock in main copier room.
Writing Tools	G-2 Rollerball Pens (Black)	45	12	None	Excess stock in cabinet B.
Mailing	Self-Seal Envelopes #10	250	500	Med	Check glue integrity.
Technology	CR2032 Lithium Batteries	4	10	High	Required for desktop peripherals.
Organization	Manila Folders (Letter Size)	100	100	Low	Stock meets threshold.
Adhesives	Transparent Tape Refills	2	6	High	Immediate restock needed.

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Internal Documentation Purposes Only & Confidential Inventory Record