

OFFICE SUPPLY INVENTORY AUDIT

Date: _____ Auditor: _____

CATEGORY / ITEM DESCRIPTION	UNIT	CURRENT STOCK	MIN. LEVEL	ORDER NEEDED?	STORAGE LOCATION
Pens, Ballpoint (Black/Blue)	Box (12ct)		2		Cabinet A1
Highlighters (Assorted)	Pack (5ct)		1		Cabinet A1
Paper, Letter Size (White)	Ream		10		Print Room
Sticky Notes (3x3)	Pack (12ct)		3		Cabinet A2
Paper Clips (Standard)	Box (100ct)		5		Drawer B1
Staples (Standard)	Box (5000ct)		2		Drawer B1
Folders, Manila (Letter)	Box (100ct)		1		Cabinet C1
Envelopes (#10 Business)	Box (500ct)		1		Cabinet C2

CATEGORY / ITEM DESCRIPTION	UNIT	CURRENT STOCK	MIN. LEVEL	ORDER NEEDED?	STORAGE LOCATION
AA Batteries	Pack (8ct)		2		Tech Closet

ADDITIONAL COMMENTS & SPECIAL ORDERS
 Weekly Audit Template – Internal Use Only