

INVENTORY STOCK LOG

Home Office Maintenance

Date: _____

ITEM DESCRIPTION	CATEGORY	IN STOCK	MIN LEVEL	STATUS/NOTES
Printer Paper (A4)	Paper	4 Reams	2	
Ink Cartridges (Black)	Supplies	2	1	

ITEM DESCRIPTION

CATEGORY

**IN
STOCK**

**MIN
LEVEL**

STATUS/NOTES