

OFFICE SUPPLY INVENTORY AUDIT

Department: _____ | Auditor: _____

Date: ____ / ____ / 20____

ITEM DESCRIPTION	SKU / REF	PAR LEVEL	ON HAND	REORDER?	NOTES / LOCATION
WRITING & DESK ACCESSORIES					
Pens, Black Ink (Box/12)	PN-001	5			Drawer A-1
Highlighters, Assorted	HL-040	2			
Staples, Standard (5k)	ST-101	10			
PAPER & FILING					
Letter Paper, White (Ream)	PA-811	20			Main Storage
Manila Folders (Letter)	FL-200	2			Shelf 2
Post-it Notes 3x3	PN-333	12			
MAILING & TECHNOLOGY					

ITEM DESCRIPTION	SKU / REF	PAR LEVEL	ON HAND	REORDER?	NOTES / LOCATION
Envelopes, #10 Standard	EN- 010	1			Box Unit
Toner, Black (LaserJet)	TN- 411	2			Secured Cabinet
AA Batteries (Pack/8)	BT- AA8	4			

Approval Signature: _____ Date: _____