

OFFICE SUPPLY INVENTORY

Department: _____

Date: / / 20

Item Description	Current Qty	Min Level	Status / Notes	Order
Printer Paper (Letter)		5 Reams		
Ink Cartridges (Black)		2 Units		
Ballpoint Pens (Blue/Black)		1 Box		
Staples (Standard)		1 Box		
Sticky Notes (3x3)		4 Pads		
File Folders (Manila)		1 Box		
Envelopes (#10)		50 Units		
Paper Clips (Medium)		2 Boxes		

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Inventory Log Template â€¢ Internal Use Only