

OFFICE INVENTORY TRACKING

Bulk Supply Management Log

Period: _____
Audited By: _____

ITEM DESCRIPTION	CATEGORY	ON HAND	UNIT	REORDER LEVEL	NOTES / LOCATION
Copy Paper - White (A4/Letter)	Paper		Cases	5	Storage Room A
Toner Cartridge - Black (High Yield)	Printing		Units	2	Cabinet 01
Ballpoint Pens (Black/Blue)	Writing		Boxes	3	Supply Closet
Legal Pads (Yellow)	Stationery		Packs	4	Shelf 2
Shipping Envelopes (Padded)	Mailroom		Boxes	2	Mailroom
Staples (Standard)	Hardware		Boxes	10	Supply Closet

ITEM DESCRIPTION	CATEGORY	ON HAND	UNIT	REORDER LEVEL	NOTES / LOCATION
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Sticky Notes (3x3)	Stationery		Packs	8	Drawer 4
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Verification Signature: _____ Date: ____/____/20____