

OFFICE INVENTORY

Stock Reconciliation Sheet

Date: _____

Location: _____

ITEM DESCRIPTION	UNIT	IN STOCK	MIN. LEVEL	REORDER
WRITING INSTRUMENTS				
Ballpoint Pens (Black)	Box/12		2	
Highlighters (Assorted)	Set/5		3	
Dry Erase Markers	Pack/4		2	
PAPER & STATIONERY				
A4 Multipurpose Paper	Ream		10	
Sticky Notes 3x3	Pad		12	
Legal Pads (Yellow)	Each		6	

ITEM DESCRIPTION	UNIT	IN STOCK	MIN. LEVEL	REORDER
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FILING & STORAGE

Manila Folders (Letter)	Box/100		1	
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Hanging Folders	Box/25		2	
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DESK ACCESSORIES

Paper Clips (Standard)	Box/100		5	
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Staples (Standard)	Box/5000		2	
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Clear Shipping Tape	Roll		4	
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