

DESK SUPPLY INVENTORY

Comprehensive Stock Tracking Sheet

Date: _____
Location: _____

ITEM DESCRIPTION	PAR LEVEL	CURRENT QTY	TO ORDER	STATUS
WRITING INSTRUMENTS				
Pens (Black/Blue Gel)	24			
Mechanical Pencils & Lead	12			
Highlighters (Assorted)	10			
Permanent Markers (Fine/Bold)	6			
PAPER & ADHESIVES				
Sticky Notes (3x3 Standard)	12			
Legal Pads (Letter Size)	10			
Clear Adhesive Tape Rolls	5			

ITEM DESCRIPTION	PAR LEVEL	CURRENT QTY	TO ORDER	STATUS
------------------	--------------	----------------	-------------	--------

Glue Sticks / Liquid Glue	4			
---------------------------	---	--	--	--

FASTENERS & CLIPS

Paper Clips (Standard/Jumbo)	2 bxs			
------------------------------	-------	--	--	--

Binder Clips (Small/Med/Lrg)	3 bxs			
------------------------------	-------	--	--	--

Staples (Standard 26/6)	1 bx			
-------------------------	------	--	--	--

Rubber Bands (Assorted)	1 pk			
-------------------------	------	--	--	--

FILING & ORGANIZATION

Manila Folders (Letter)	1 bx			
-------------------------	------	--	--	--

Hanging File Folders	1 bx			
----------------------	------	--	--	--

Sheet Protectors	50			
------------------	----	--	--	--

NOTES & SPECIAL REQUESTS: