

OFFICE INVENTORY

Home Office Resource Tracking

Date: _____
Department: _____

ITEM DESCRIPTION	CURRENT	MIN LEVEL	NOTES/SUPPLIER
PAPER & STATIONERY			
Printer Paper (A4/Letter)		2 Reams	
Legal Pads (Yellow/White)		3 Units	
Sticky Notes (3x3)		4 Packs	
WRITING INSTRUMENTS			
Ballpoint Pens (Black/Blue)		1 Box	
Highlighters (Assorted)		1 Set	
TECH & PERIPHERALS			
Ink/Toner Cartridges		1 Spare	Model: _____
AA/AAA Batteries		8 Each	For Mouse/Keyboard

ITEM DESCRIPTION	CURRENT	MIN LEVEL	NOTES/SUPPLIER
MAILING & FILING			

Envelopes (No. 10)	25 Qty
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File Folders (Manila)	1 Box
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Manager Signature: _____

Next Audit Date: ____ / ____ / ____