

OFFICE SUPPLY INVENTORY

Electronic Equipment & Stationery Log

Date: _____
Department: _____

ITEM DESCRIPTION	CATEGORY	SKU / MODEL	MIN QTY	CURRENT	NOTES / REORDER LINK
Wireless Mouse (Optical)	Peripherals	LOGI- M185	5		
USB-C Charging Cable (2m)	Cables	CBL- USBC- 02	10		
AA Alkaline Batteries	Power	DUR- AA-24	2		24-pack boxes
Mechanical Keyboard	Peripherals	KBD- MECH- 01	2		Brown switches only
Webcam 1080p	Video	CAM- HD-920	3		
Monitor Stand (Adjustable)	Furniture	STND- MON- ADJ	4		

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Manual Audit Conducted By: _____ Page 1 of 1