

OFFICE INVENTORY

Cabinet Location: _____

Last Updated: 202X / ____ / ____

ITEM DESCRIPTION	CATEGORY	CURRENT	MIN. LEVEL	NOTES
Printer Paper (A4/Letter)	Paper		2 Reams	
Black Ink Cartridge	Toner		1 Unit	Model: 63XL
Ballpoint Pens (Blue/Black)	Writing		5 Units	
Post-it Notes (3x3)	Stationery		3 Pads	
Staples	Binding		1 Box	Standard size
File Folders	Filing		10 Units	Manila

ITEM DESCRIPTION	CATEGORY	CURRENT	MIN. LEVEL	NOTES
------------------	----------	---------	---------------	-------

Minimalist Home Office Systems | Inventory Template