

INVENTORY CHART

Date: _____

ITEM DESCRIPTION	STOCK LEVEL	REORDER POINT	NEED TO BUY
Writing Instruments			
Black Ink Pens (Fine Tip)		5 Units	
Blue Ink Pens (Ballpoint)		5 Units	
Graphite Pencils (HB/No. 2)		12 Units	
Highlighters (Assorted)		1 Set	
Paper & Notebooks			
Printer Paper (A4/Letter)		1 Ream	
Legal Pads (Yellow)		2 Units	
Sticky Notes (3x3)		3 Packs	
Spiral Notebooks		2 Units	
Supplies & Accessories			

ITEM DESCRIPTION	STOCK LEVEL	REORDER POINT	NEED TO BUY
Paper Clips (Large)		1 Box	
Staples (Standard)		1 Box	
Correction Tape		2 Units	

Notes: