

STATIONERY INVENTORY

Facility Management Department

Date: _____
Checked By: _____

ITEM DESCRIPTION	SPECIFICATION	IN STOCK	REORDER LEVEL	ORDER?
Paper Products				
A4 Printer Paper	80gsm, White		10 Reams	
Legal Pads	Yellow, Lined		5 Units	
Sticky Notes	3x3, Classic Yellow		12 Packs	
Writing Instruments				
Ballpoint Pens	Black, Medium Point		2 Boxes	
Highlighters	Assorted 4-Pack		5 Packs	
Whiteboard Markers	Dry Erase, Black		10 Units	
Filing & Storage				
Manila Folders	Letter Size, 1/3 Cut		1 Box	
Paper Clips	Standard Size, Metal		5 Boxes	
Staples	Standard 26/6		3 Boxes	

ADDITIONAL COMMENTS / SPECIAL REQUESTS:
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