

OFFICE SUPPLY INVENTORY

Small Business Resource Management

Date: _____

ITEM DESCRIPTION	CURRENT QTY	REORDER PT	UNIT COST	STATUS/NOTES
Printer Paper (Letter)		2 Cases	\$34.99	
Toner Cartridge (Black)		1 Unit	\$89.00	
Ink Pens (Blue/Black)		10 Units	\$1.20	
Legal Pads (Yellow)		5 Units	\$2.50	
Staples (Standard)		1 Box	\$4.00	
Shipping Labels 4x6		1 Roll	\$15.00	
Envelopes (#10)		100 Units	\$0.15	

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