

OFFICE INVENTORY

Standard Supply Tracking Log

Date: _____

ITEM DESCRIPTION	CATEGORY	CURRENT	MIN.	ORDER STATUS
Pens, Black Ink (Box/12)	Writing		2	
Mechanical Pencils 0.7mm	Writing		1	
Highlighters, Assorted	Writing		1	
Copy Paper, Letter Size (Ream)	Paper		5	
Sticky Notes, 3x3 Yellow	Paper		3	
Legal Pads, White	Paper		2	
Manila Folders, Letter	Filing		1	
Staples (Box/5000)	Fasteners		1	
Paper Clips, Medium	Fasteners		2	
Envelopes, #10 Business	Mailing		1	

ITEM DESCRIPTION	CATEGORY	CURRENT	MIN.	ORDER STATUS
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Packing Tape, Clear	Mailing		2	
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Inventory Audited By: _____ Signature:
