

OFFICE INVENTORY

Weekly Management Log

Week Of: _____ Dept: _____

ITEM DESCRIPTION	STOCK LEVEL	MIN. REQ	ORDER QTY	RECEIVED	NOTES
Writing Utensils (Pens/Pencils)					
Paper (A4/Letter/Legal)					
Notebooks & Notepads					
Folders & Filing Supplies					
Staples & Paperclips					
Adhesives (Tape/Glue)					
Ink & Toner Cartridges					
Mailing & Shipping Envelopes					
Cleaning & Sanitizing					

**ITEM
DESCRIPTION**

**STOCK
LEVEL**

**MIN.
REQ**

**ORDER
QTY**

RECEIVED

NOTES

Breakroom Supplies

Inventory Managed By: _____ Date Signed: ____/____/____