

SCHOOL OFFICE INVENTORY

Location: Main Administrative Office

Date: _____

Auditor: _____

ITEM DESCRIPTION	UNIT	STOCK	MIN	REORDER
Paper & Stationery				
A4 Copy Paper (80gsm)	Ream	45	10	
Letterhead Envelopes (#10)	Box/500	3	1	
Sticky Notes (3x3 Yellow)	Pack/12	8	2	
Writing & Correction				
Ballpoint Pens (Blue/Black)	Box/12	12	4	
Dry Erase Markers (Assorted)	Set/4	20	5	
Correction Tape	Each	15	5	
Filing & Organization				

ITEM DESCRIPTION	UNIT	STOCK	MIN	REORDER
Manila Folders (Letter Size)	Box/100	5	2	
Binder Clips (Medium)	Box/12	10	3	
Staples (Standard)	Box/5000	6	2	

Technology & Ink

Black Toner (HP LaserJet)	Unit	2	1	
AA Alkaline Batteries	Pack/24	4	1	

Notes: _____
