

ELEMENTARY SUPPLY INVENTORY

Classroom Resource Tracking Sheet

Date: _____

REFILL	ITEM DESCRIPTION	IN STOCK	TARGET	NOTES
WRITING & DRAWING				
	#2 Pencils (Ticonderoga/Standard)		200	
	Washable Markers (8-10 count)		24 sets	Check for dry tips
	Crayons (24 count)		30 sets	
	Dry Erase Markers (Black/Chisel)		50	High use item
PAPER & ADHESIVES				
	Wide-Ruled Notebook Paper		10 reams	
	Construction Paper (Assorted)		5 packs	
	Glue Sticks (Purple drying)		60	

REFILL	ITEM DESCRIPTION	IN STOCK	TARGET	NOTES
	Sticky Notes (3x3 Yellow)		12 pads	
GENERAL CLASSROOM				
	Disinfecting Wipes		8 tubs	
	Tissues / Facial Tissue		20 boxes	Flu season stock
	Hand Sanitizer (Pump)		4 large	

Inventory conducted by: _____