

# STATIONERY INVENTORY

Monthly Usage Tracking Sheet

Month:

Teacher:

ITEM DESCRIPTION	STARTING QTY	USED	REMAINING	NEED RESTOCK?
<b>WRITING TOOLS</b>				
Dry Erase Markers (Black)				<input type="checkbox"/>
Dry Erase Markers (Assorted)				<input type="checkbox"/>
Ballpoint Pens (Red/Blue)				<input type="checkbox"/>
Highlighters				<input type="checkbox"/>
Pencils (#2/HB)				<input type="checkbox"/>
<b>PAPER &amp; ADHESIVES</b>				
White Copy Paper (Reams)				<input type="checkbox"/>
Construction Paper (Packs)				<input type="checkbox"/>

ITEM DESCRIPTION	STARTING QTY	USED	REMAINING	NEED RESTOCK?
Sticky Notes (3x3)				<input type="checkbox"/>
Glue Sticks				<input type="checkbox"/>
Clear Tape Rolls				<input type="checkbox"/>

### FILING & ORGANIZATION

Manila Folders				<input type="checkbox"/>
Paper Clips (Box)				<input type="checkbox"/>
Staples (Box)				<input type="checkbox"/>
Laminating Pouches				<input type="checkbox"/>

**SPECIAL REQUESTS / MAINTENANCE NOTES:**

Reported Date: \_\_\_\_/\_\_\_\_/20\_\_ Signature: \_\_\_\_\_