

TEACHER DESK INVENTORY

Term / Date: _____

| ITEM DESCRIPTION | CURRENT QTY | MIN LEVEL | RESTOCK |
|----------------------------------|-------------|-----------|---------|
| WRITING & MARKING | | | |
| Ballpoint Pens (Black/Blue) | | 10 | |
| Grading Pens (Red/Purple) | | 5 | |
| Dry Erase Markers | | 8 | |
| Highlighters (Assorted) | | 4 | |
| ADHESIVES & FASTENERS | | | |
| Staples (Box) | | 1 | |
| Paper Clips (Large/Small) | | 2 | |
| Clear Adhesive Tape | | 2 | |
| Sticky Notes (3x3 Pads) | | 5 | |
| PAPER & ORGANIZATION | | | |

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|-----------------------|-------------|-----------|---------|
| Legal Pads / Notepads | | 2 | |
| File Folders (Manila) | | 20 | |
| Index Cards | | 1 | |

Additional Requirements & Maintenance Notes