[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Office Supply Inventory Sheet

Knowing what is in the cupboard without counting it every day: items, quantities, minimums, and reorder flags.

Document: Office Supply Inventory Sheet Version: 2.0 (redesign)

Prepared by: _____ Owner: _____

Date: _____ Review date: _____

Inventory owner: _____ Location: _____

Check date: _____

Inventory register

Item	Description	Unit	In stock	Counted on	Minimum level	Below minimum?	Reorder?	Last restocked	Supplier	Quantity received

Completion checklist: [ ] Every item has a description, unit, current quantity, and minimum level.

[ ] Items flagged for reorder are ordered, not left until empty.

[ ] The last restocked date is current for every item.