

SUPPLY INVENTORY

FORM #

QUANTITY
ON HAND

QUANTITY USED
IN 3 MOS.

REORDER
DATE

REORDER
QUANTITY

	FORM #	QUANTITY ON HAND	QUANTITY USED IN 3 MOS.	REORDER DATE	REORDER QUANTITY
ADDRESS FILES OR BOOKS					
ADDRESS LABELS					
ASHTRAYS					
CALCULATOR TAPE					
CARBON PAPER					
COMPUTER DISKS					
COMPUTER PAPER					
COPIER PAPER					
COPIER TONER					
CORRECTION FLUID					
CORRECTION PAPER					
DAILY DIARIES					
DATA BINDERS					
DESK CALENDARS					
DICTATION MACHINE TAPES					
DISK FILES					
ENVELOPES					
ERASERS					
FILE FOLDERS					
HAND STAMPS					
IN AND OUT BASKETS					
INDEX CARDS					
LINED PADS					
MAGNETIC PLAN BOARD SPLY					
MARKERS					
MEMO PADS					
NOTEBOOKS					
PAPER CLIPS, LARGE					
PAPER CLIPS, SMALL					
PENCIL SHARPENERS					
PENCILS					
PENCILS, COLORED					
PENS					
PRINTER RIBBONS					

THIS FORM COMPLETED BY: _____ DATE: _____

SUPPLY INVENTORY

FORM #	QUANTITY ON HAND	QUANTITY USED IN 3 MOS.	REORDER DATE	REORDER QUANTITY
ROUTING SLIPS				
RUBBER BANDS				
RUBBER CEMENT				
RUBBER STAMPS				
RULERS				
SCISSORS				
SHIPPING BAGS				
STAMP PADS				
STAPLE REMOVERS				
STAPLERS				
STATIONERY				
STENO PADS				
TAPE, TRANSPARENT				
TAPE DISPENSERS				
TELEPHONE MESSAGE PADS				
"THINGS TO DO" LISTS				
TYPEWRITER RIBBONS				
TYPING ELEMENTS				
WASTEBASKETS				

THIS FORM COMPLETED BY: _____ DATE: _____