[Company name]

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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
Prepared by	**[Name and role]**
Owner	**[Name and role]**
Version	2.0 (redesign)
Date	**[DD Month YYYY]**
Review date	**[DD Month YYYY]**

Inventory owner	**[Inventory owner]**
Location	**[Location]**
Check date	**[Check date]**

Inventory register

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

[Company name]

Completion checklist

Done	Check
	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.