Ashford Business Services Ltd

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	**Sarah Mitchell, Office Manager**
Owner	**David Okafor, Finance Manager**
Version	2.0 (redesign)
Date	**9 November 2026**
Review date	**9 November 2026**

Inventory owner	Inventory owner
Location	**Boardroom, 12 Church Street, Birmingham**
Check date	**9 November 2026**

Inventory register

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

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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.