

Office Supplies Inventory – Example

Item	Jan – Feb – Mar	Apr – May – June	July – Aug – Sep	Oct – Nov – Dec
<i>Postage</i>				
First Class stamps				
1 cent stamps				
5 cent stamps				
10 cent stamps				
Dollar stamps				
<i>Stationery</i>				
Letterhead				
Envelopes				
Envelopes bulk mail				
Monarch envelopes				
Monarch letterhead				
Return envelopes				
White Class.Crest paper (500)				
White Classic Crest envelopes				
White Southworth 24# paper				
White Southworth 24# env.				
Plain Envelopes #9				
Plain Envelopes #10				
<i>8 ½ x11 Paper</i>				
Pink (Hammermill pastel)				
Lilac (Hammermill pastel)				
Green				

Lt green (Hammermill pastel)				
Goldenrod				
Canary (conf)				
Light Blue				
Gray				
Salmon (conf)				
Creme				
Buff				
Ultra pink				
Ultra lemon				
Ultra lime				
Ultra orange				
Ultra purple (bright hue)				
LaserJet photo paper (some)				
LaserJet photo cardstock				
White, 28# (For Brochure)				
White, 24#				
White copy paper				
8 ½ x11 Card Stock				
Pink, 67#				
Blue, 67#				
Green, 67#				
Canary/Solar yellow, 67#				
White, 67#				
Cream/Ivory, 67#				

Tan, 67#				
<i>8½ x 14 Paper</i>				
White copy paper (legal) (bot)				
White 24 lb. (Laser) (top)				
Canary				
Blue				
Goldenrod (Hammermill)				
Cream				
<i>Quill Binder</i>				
½ inch royal blue O-ring				
½ inch green O-ring				
½ inch burgundy O-ring				
½ inch grey O-ring				
½ inch white O-ring				
½ inch white D-ring				
½ inch black O-ring				
1 inch royal blue D-ring				
1 inch green O-ring				
1 inch green D-ring				
1 inch black D-ring				
1 inch grey D-ring				
1½ inch green D-ring				

1 ½ inch grey D-ring				
1 ½ inch blue D-ring				
Misc. Binders				
<i>Quill Pocket Folders</i>				
Red w/o brads				
Blue w/ brads				
Red w/ brads				
Yellow w/ brads				
Green w/ brads				
Orange w/ brads				
Purple w/ brads				
<i>Misc.</i>				
11x17 White Card Stock				
11x17 Misc. paper (wh, col)				
File folders 1/3 cut				
Dividers 3-ring, 5 tab				
Dividers 3-ring, 8 tab				
Sheet Protectors				
Mailing labels				
Shipping labels				
Hanging Name Badges				
Name Badge Stickers				
Rubber bands				
Paper clips (boxes)				

Staples				
Printer cartridge (HP 96A)				
HP cartridge (HP 42A)				
HP cartridge Yellow 305A				
HP cartridge Cyan 305A				
HP cartridge Magenta 305A				
HP cartridge Black 305A				
USB Flash Drive 16GB				
DVD+R (16x//8x)				
Jewel Cases				