

Inventory Record Form Sample for Office Supplies

This **inventory record form sample** is designed to efficiently track office supplies usage and availability. It helps maintain organized stock levels, ensuring timely replenishment and reducing shortages. Utilizing this form streamlines office inventory management for better productivity.

Date	Item Name	Item Code	Quantity Received	Quantity Used	Balance	Location	Remarks	Checked By
2024-06-15	Printer Paper (A4)	PP-A4001	10	3	7	Stationery Cabinet	Restocked	J. Smith
2024-06-16	Stapler	STPL-002	1	0	4	Drawer B2	In Use	M. Lee
2024-06-17	Highlighter Set	HGLTR-SET5	2	2	0	Desk Organizer	Out of Stock	K. Davis

Note: Regularly update this form to maintain accurate inventory records. Review balances weekly to ensure supplies are available when needed.