

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.