

WEEKLY OFFICE-SUPPLIES INVENTORY

Store # _____

By _____

SUPPLIES OUT FRONT
Refill from the manager's office.

SUPPLIES IN MANAGER'S OFFICE
Refill from the Water Street office.

Item	Need ✓	Item	Packed	Qty Needed
Apology Cards		Apology Cards	Loose	
Apply Online Business Cards		Apply Online Business Cards	Loose	
		Bank Bags	Loose	
		Binder Clips	Loose	
		Breakage/Error Forms	Pad	
Carryout Menus		Carryout Menus	Loose	
Carryout Menu Holder (Plexiglas)				
Coin Bags		Coin Bags	Loose	
		Desk Stapler	Each	
Enter to Win: Box ___ Signage ___ Forms ___		Enter to Win – Entry Forms	Pads	
Erasable Marker (for Brewers board)		Erasable Marker	Loose	
Extra Time Worked Report Pad		Extra Time Worked Report Pad	Pad	
Gift Cards		Gift Cards	Loose	
Gift Card Paper Rolls		Gift Card Paper Rolls	Loose	
		Global Cash Cards	Loose	
Paper Clips		Paper Clips	Box	
		Pencils	Loose	
		Pencil Eraser Tops	Loose	
		Pens-Blue (mngr use only)	Loose	
		Pens-Red (mngr use only)	Loose	
Plier Stapler		Plier Stapler	Each	
POS Kitchen Printer Paper Rolls		POS Kitchen Printer Paper Rolls	Case	
POS Kitchen Printer Ribbons		POS Kitchen Printer Ribbons	Box	
POS Receipt Printer Rolls		POS Receipt Printer Rolls	Case	
Prepared-by Rolls		Prepared-by Rolls	Each	
		Printer/Fax Paper	Ream	
Register Drawer: Discard Lost & Found Items; Organize and Tidy Up!				
		Push Pins	Box	
Rubber Bands		Rubber Bands	Bag	
		Scotch Tape Refill	Each	
		Scratch Pads: Legal ___ Note ___	Each	
SCR's		SCR's	Loose	
Sharpie (in Name tag kit)		Sharpie	Each	
Staples		Staples	Box	
		Supply Cabinet: Organize and Tidy Up!		
		Toner for Printer	Each	
Use-by Rolls		Use-by Rolls	Each	
Void Pads		Void Pads	Each	
Waitr pads		Waitr pads	Case	