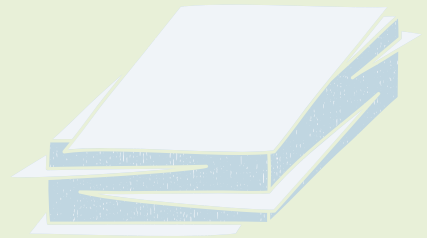
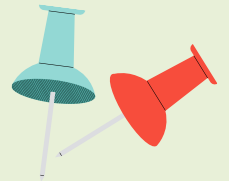


# Creating a Supply Inventory



Reduce excess orders, unnecessary costs, and the waste associated with manufacturing and delivering these supplies by making a comprehensive supply inventory.



## 1. Review existing stock

- Make a list of supplies the office already has – include office supplies, kitchen supplies, and anything else regularly purchased.
- Check any storage locations and office spaces.
- Consider asking office members to clean out their desks of excess before conducting inventory.

## 2. Keep the list updated

- The list should be in a form that can easily be updated as supplies run out or are ordered.
- Ensure purchasing staff review the list before ordering new stock.



**Make it standard procedure to update the list every time supplies are ordered and used.**