

The Ultimate Office Supply Inventory Checklist

100+ items organized by category | Par levels by company size | Reorder guidance

100+

Items to Track

8

Categories

3

Priority Tiers

4

Company Sizes

Why This Checklist Matters

The average office spends \$8,000-\$18,000 per year on consumable supplies -- coffee, toner, cleaning products, stationery, and pantry items. Without visibility into what you have, what you need, and how fast you consume it, most companies waste 20-40% through over-ordering, emergency purchases, and expired stock.

This checklist gives you a complete, prioritized inventory of everything your office should be tracking. Each item includes a suggested reorder frequency and is organized into 3 priority tiers so you can start with what matters most.

How to Use This Guide

1. Start with Tier 1 items (highest impact, most frequent stockouts)
2. Check off items you currently track -- identify gaps
3. Use the par level tables to set initial stock targets for your office size
4. Refer to the reorder frequency column to establish ordering cadence
5. Expand to Tier 2 and Tier 3 as your tracking matures

TIER 1: TRACK IMMEDIATELY

These items cause the most disruption when they run out. Start tracking these in your first 2 weeks. They represent 60-70% of emergency orders and the highest per-incident cost.

Coffee & Beverages (13 items)

- Coffee beans / ground coffee (weekly reorder)
- Coffee pods / K-cups (weekly reorder)
- Tea bags -- black, green, herbal varieties (bi-weekly)
- Hot chocolate / chai mix (monthly)
- Milk -- whole, skim, oat, almond (2-3x per week)
- Coffee creamer -- liquid and powder (weekly)
- Sugar / sweetener packets (bi-weekly)
- Stirrers / stir sticks (monthly)
- Disposable cups -- hot and cold (bi-weekly)
- Cup lids (bi-weekly)
- Water bottles / gallon jugs (weekly if no filter)
- Juice boxes / canned drinks (weekly)
- Sparkling water / seltzer (weekly)

Printing & Paper (10 items)

- Copy paper -- A4 / Letter (bi-weekly reorder)
- Printer toner cartridges -- black (monthly)
- Printer toner cartridges -- color (monthly)
- Printer paper -- colored / specialty (monthly)
- Envelopes -- standard #10 (monthly)
- Envelopes -- large / manila (monthly)
- Shipping labels (monthly)
- Sticky notes -- 3x3 and 3x5 (monthly)
- Notepads / legal pads (monthly)
- Printer drum units (quarterly)

Writing & Desk Supplies (12 items)

- Ballpoint pens -- black and blue (monthly)
- Highlighters -- assorted colors (monthly)
- Permanent markers / Sharpies (monthly)
- Whiteboard markers + erasers (bi-weekly)
- Pencils -- #2 and mechanical (quarterly)
- Erasers (quarterly)
- Scissors (quarterly -- replacement)
- Tape -- clear and masking (monthly)
- Stapler + staples (quarterly)
- Paper clips and binder clips (monthly)
- Rubber bands (quarterly)
- Push pins / thumbtacks (quarterly)

Bathroom & Hygiene (8 items)

- Toilet paper (weekly reorder)
- Paper towels / hand towels (weekly)
- Hand soap -- liquid refills (bi-weekly)
- Hand sanitizer -- wall mount refills (monthly)
- Hand sanitizer -- desk bottles (monthly)
- Air freshener / room spray (monthly)
- Feminine hygiene products (monthly)
- Facial tissues / Kleenex (bi-weekly)

TIER 2: TRACK WHEN READY (Weeks 3-4)

These items matter but cause less disruption. Add them once Tier 1 tracking is running smoothly. They represent the next 20-25% of your supply spend.

Snacks & Pantry Food (13 items)

- Granola bars / protein bars (weekly)
- Mixed nuts / trail mix (weekly)
- Chips / pretzels -- variety packs (weekly)
- Cookies / biscuits (weekly)
- Fresh fruit delivery (2-3x per week)
- Popcorn -- microwave bags (bi-weekly)
- Instant oatmeal / cereal (bi-weekly)
- Condiments -- ketchup, mustard, mayo (monthly)
- Salt & pepper packets (monthly)
- Napkins (bi-weekly)
- Plastic utensils -- forks, knives, spoons (bi-weekly)
- Paper plates / bowls (bi-weekly)
- Aluminum foil / plastic wrap (monthly)

Cleaning & Maintenance (12 items)

- All-purpose cleaner / disinfectant spray (bi-weekly)
- Disinfecting wipes -- desk and surface (weekly)
- Glass cleaner (monthly)
- Trash bags -- small (desk) and large (kitchen) (weekly)
- Recycling bags (weekly)
- Sponges / scrub pads (monthly)
- Dish soap (bi-weekly)
- Dishwasher pods (if applicable) (monthly)
- Broom and dustpan replacement (quarterly)
- Mop heads / Swiffer pads (monthly)
- Vacuum bags / filters (quarterly)
- Lint rollers (monthly)

Filing & Organization (8 items)

- File folders -- manila and colored (monthly)

- Hanging file folders (quarterly)
- Binders -- 1" and 2" (quarterly)
- Sheet protectors / page sleeves (monthly)
- Dividers / tab inserts (quarterly)
- Label maker tape (monthly)
- Storage boxes (quarterly)
- Desk organizers / trays (as needed)

TIER 3: NICE TO HAVE (Month 2+)

These round out full supply visibility. Track them when you want comprehensive coverage and spend analytics across every category.

Technology & Electronics (10 items)

- USB cables -- Lightning, USB-C, Micro (quarterly)
- Batteries -- AA, AAA, 9V (monthly)
- Power strips / surge protectors (as needed)
- Mouse pads (quarterly)
- Screen cleaning wipes / kits (monthly)
- Keyboard / mouse replacements (as needed)
- Phone chargers (as needed)
- HDMI / display cables (as needed)
- Webcam covers (as needed)
- Cable management ties / clips (quarterly)

Breakroom & Kitchen Equipment (8 items)

- Coffee filters (if not pods) (weekly)
- Water filter replacements (monthly)
- Ice trays / ice maker supplies (monthly)
- Kitchen sponge holders (quarterly)
- Dish drying rack / mat (as needed)
- Microwave covers / splatter guards (quarterly)
- Reusable mugs / company branded cups (as needed)
- Reusable cutlery sets (as needed)

Health & Safety (10 items)

- First aid kit refills -- bandages, gauze, tape (monthly)
- Pain relievers -- ibuprofen, acetaminophen (monthly)
- Allergy medicine (monthly)
- Eye drops (monthly)
- Cough drops / throat lozenges (monthly -- seasonal)
- Sunscreen (seasonal)
- Insect repellent (seasonal)
- Face masks (monthly)
- Nitrile gloves (monthly)
- Emergency blankets (annual check)

Mailing & Shipping (7 items)

- Postage stamps (monthly)
- Bubble mailers -- small and large (monthly)
- Packing tape + dispenser (monthly)
- Boxes -- small, medium, large (as needed)
- Packing peanuts / bubble wrap (as needed)
- Return address labels (quarterly)
- Certified mail forms (as needed)

Recommended Par Levels by Company Size

Par levels = the minimum stock you should always have on hand before reordering. These are starting recommendations -- adjust based on your actual consumption after 2-4 weeks of tracking.

Item	25 Emp	50 Emp	100 Emp	200+ Emp
Coffee (lbs/month)	5	10	20	40
Coffee pods (boxes)	4	8	15	30
Tea bags (boxes)	2	4	8	15
Milk (gallons/week)	2	4	8	15
Sugar/sweetener (boxes)	1	2	4	8
Copy paper (reams)	5	10	20	35
Printer toner -- black	1	2	3	5
Printer toner -- color	1	1	2	4
Pens (boxes of 12)	2	3	6	10
Sticky notes (packs)	3	5	10	18
Toilet paper (rolls)	12	24	48	96
Paper towels (rolls)	6	12	24	48
Hand soap (refills)	2	4	8	14
Trash bags (boxes)	2	4	8	14
Disinfecting wipes	3	6	12	20
Granola bars (boxes)	2	4	8	15
Batteries AA (packs)	1	2	3	5
First aid refills	1	1	2	3

Monthly Spend Benchmarks

Use these ranges to evaluate whether your current spending is in line with industry norms. The "With Waste" column shows what untracked offices typically spend -- the difference is your savings opportunity.

Company Size	Tier 1 Only	Full Supplies	With Waste	Savings Opp.
25 employees	\$150-250	\$350-500	\$500-700	\$150-250/mo
50 employees	\$300-500	\$700-1,000	\$1,000-1,400	\$300-500/mo
100 employees	\$600-900	\$1,400-2,000	\$2,000-2,800	\$600-900/mo
200+ employees	\$1,200-1,800	\$2,800-4,000	\$4,000-5,600	\$1,200-1,800/mo

Seasonal Adjustment Guide

Adjust your par levels and reorder timing based on these seasonal patterns:

Winter / Flu Season (Nov-Feb)

+50% hand sanitizer, +30% tissues, +20% cleaning supplies, +30% hot beverages

Summer (Jun-Aug)

+40% cold drinks, +30% water bottles, -20% hot beverages, +sunscreen if outdoor areas

Holiday Season (Nov-Dec)

+25% disposable plates/cups, +snack variety, +napkins, order early for supplier delays

Back-to-Office / New Year (Jan, Sep)

+30% all stationery, +pens/notepads, +printer paper, new employee onboarding kits

Your 4-Week Implementation Plan

Week 1: Audit & Baseline

- Walk every floor/area and document current stock levels
- Identify your top 5 most-requested and most-stockout items
- Note current suppliers and typical order lead times
- Assign an owner for supply tracking (or volunteer)

Week 2: Set Up Tier 1 Tracking

- Enter all Tier 1 items into your tracking system
- Set initial par levels using the table in this guide
- Configure low-stock alerts (email or notification)
- Place your first data-driven order based on actual levels

Week 3: Expand to Tier 2

- Add Tier 2 categories (snacks, cleaning, filing)
- Review first 2 weeks of consumption data
- Adjust par levels based on actual usage patterns
- Share access with office managers at other locations

Week 4: Optimize & Report

- Run your first monthly consumption report
- Compare actual spend vs. benchmarks in this guide
- Identify waste (items expiring, over-ordered stock)
- Present savings opportunity to leadership
- Plan Tier 3 expansion for month 2

Ready to Automate Your Supply Tracking?

This checklist works great on paper -- but imagine having every item tracked automatically with real-time stock levels, low-stock alerts sent to your phone, consumption analytics that show where your budget goes, and a team that can request supplies without interrupting you.

OfficeStore does all of this and more:

- > 500+ pre-loaded office supply items (no manual data entry)
- > Low-stock alerts via email and WhatsApp
- > Multi-site tracking down to individual floors and areas
- > Request and approval workflows with budget controls
- > Consumption analytics and exportable reports
- > Staff ordering via WhatsApp (no app install needed)
- > Flat pricing: \$39/mo (Starter) | \$149/mo (Business) | \$499/mo (Enterprise)

Start your free 30-day trial at officestoreapp.com

No credit card required | Full access to all features | Set up in under 30 minutes