Toner inventory template

TEMPLATE

SUPPLIES ON THE SHELF

Supply	Part number	Fits printers	Colour	On the shelf	Reorder at	Status	Supplier	Last ordered	Notes

WHEN YOU COUNT

- [ ] Count unopened boxes only; a cartridge in a printer is not stock.
- [ ] Copy the part number from the box or the printer's manual, never from memory: cartridges that look alike often do not fit.
- [ ] Set the reorder point to what the school uses while a delivery is on its way.
- [ ] Keep waste toner bottles and staple refills on the list; a full bottle or empty stapler stops a copier as surely as no toner.
- [ ] Store cartridges sealed, the way the box says, away from heat, and use the oldest box first.

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