

**23-07-2025**

* **Inventory Management Team**

**Inventory Tracking Sheet**

Prepared for Orion Innovations

**Table 1: Inventory Overview**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item ID | Product Name | Quantity in Stock | Unit Price | Restock Needed |
| P001 | Ballpoint Pen | 25 | 10.00 | No |
| P002 | Notebook (A4) | 6 | 45.00 | Yes |
| P003 | Pencil (HB) | 40 | 5.00 | No |
| P004 | Eraser | 20 | 4.00 | No |
| P005 | Sharpener | 12 | 6.50 | No |
| P006 | Glue Stick | 33 | 20.00 | No |
| P007 | Whiteboard Marker | 15 | 25.00 | No |
| P008 | Stapler | 7 | 55.00 | Yes |
| P009 | Highlighter (Set) | 18 | 80.00 | No |
| P010 | Ruler (30 cm) | 25 | 12.00 | No |
| P011 | Binder Clips (Set) | 14 | 18.00 | No |
| P012 | Sticky Notes | 6 | 30.00 | Yes |
| P013 | Scissors | 19 | 50.00 | No |
| P014 | Correction Pen | 20 | 22.00 | No |
| P015 | File Folder | 4 | 35.00 | Yes |
| P016 | Drawing Book | 11 | 60.00 | No |
| P017 | Marker Pen (Black) | 27 | 15.00 | No |
| P018 | Tape Dispenser | 7 | 40.00 | Yes |
| P019 | Paper Clips (100) | 10 | 10.00 | No |
| P020 | Chart Paper Pack | 40 | 100.00 | No |
| Total Inventory Value | | 359 | N/A | ₹ 6,881.00 |

# **Notes:**

* Urgent Restock P002, P008, P012, P015 by 28 July 2025.
* P018 supplier contacted; delivery expected 29 July 2025.