



Inventory Sheet

Donor / Company Name: _____

Contact Name: _____

Email: _____

| Item | Item Count | Count By |
|---------------------------------------|------------|--|
| Backpacks | | Single backpacks |
| Soft pencil pouches | | Single pouches |
| Hard pencil boxes | | Single boxes |
| Wooden pencils | | Single pencils |
| Mechanical pencils | | Single pencils |
| Crayons (24 count) | | Single packs of 24 count crayons |
| Glue sticks | | Single glue sticks |
| Wide markers (8-10 count) | | Single packs of 8-10 count markers |
| Narrow markers (8-10 count) | | Single packs of 8-10 count markers |
| Black dry erase markers | | Single markers |
| Colored pencils (12 count) | | Single packs of 12 count colored pencils |
| Pointed scissors | | Single pairs of scissors |
| Pencil cap erasers | | Single erasers |
| Erasers | | Single erasers |
| Blue pens | | Single pens |
| Black pens | | Single pens |
| Red pens | | Single pens |
| Highlighters | | Single highlighters |
| 2-Pocket folders | | Single folders |
| Index cards (100 count) | | Single packs of 100 count cards |
| Rulers | | Single rulers |
| 1" 3-Ring binders | | Single binders |
| 2" 3-Ring binders | | Single binders |
| Spiral notebooks (wide ruled) | | Single notebooks |
| Spiral notebooks (college ruled) | | Single notebooks |
| Composition notebooks (college ruled) | | Single notebooks |
| Composition notebooks (wide ruled) | | Single notebooks |
| Loose leaf paper (College Ruled) | | Single packs of 100 ct paper |