**Janitorial Supply Request**

**And Inventory List**

| Item | Quantity in stock | Number Reordering | Reorder Date | Location | Quantity Received | Notes | Initial |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | Please ensure supplies are reordered 7 days prior to running out or too low |  |
|  |  |  |  |  |  | Each site should be stocked withA minimum of 15 rolls of toiletPaper always and no less. |  |
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