P1 We have a comprehensive inventory of office and other consumable supplies to avoid over-ordering.

**Intent**
Reducing excess orders reduces the waste associated with manufacturing and delivery of these supplies that are not needed. It also reduces the unnecessary costs associated with maintaining stores of extra supplies.

**Point Value**
4 points

**Instructions**

**How to create a comprehensive supply inventory:**
1. Review existing stock and create a list of what you currently have and how much excess is in storage. Be sure to look in all storage locations and back corners for excess. Consider including office supplies, kitchen supplies, and anything else purchased regularly for the office. Consider asking office members to clean out their desks of excess before the inventory is conducted.
2. The list should be in a form that can be easily updated as supplies run out and new supplies are ordered.
3. Ensure purchasing staff review the list before purchasing additional stock. If your office has multiple purchasers, ensure that each has access to the list and can update it as orders are made.
4. Make it standard procedure to update the list every time supplies are ordered and used.