

Example of Supply Tracking

Item	Location	Initial and Date if one removed
Paint <ul style="list-style-type: none"> • Red • Orange • Yellow • Green • Blue • Purple • Brown • White • Black 	Art/Staff Materials Storage Room	
Post-its	Art/Staff Materials Storage Room	
Thin Markers	Art/Staff Materials Storage Room	
Thick Markers	Art/Staff Materials Storage Room	
Colored pencils	Art/Staff Materials Storage Room	
Small crayons	Art/Staff Materials Storage Room	
Large crayons	Art/Staff Materials Storage Room	
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