## Office Supply Usage Reduction Sheet

| Department  |                   |                  |                     |                       |         |  |
|-------------|-------------------|------------------|---------------------|-----------------------|---------|--|
| Prepared by |                   |                  |                     |                       |         |  |
| Date        |                   |                  |                     |                       |         |  |
| Supply Item | Previous<br>Usage | Current<br>Usage | Reduction<br>Method | Responsible<br>Person | Remarks |  |
|             |                   |                  |                     |                       |         |  |