

# Bulk Office Supply Reorder Schedule

Schedule bulk supply purchases by usage and storage space.

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## Quarterly reorder calendar

Month	Order category	Vendor	Budget	Placed?
Jan			\$	[ ]
Feb			\$	[ ]
Mar			\$	[ ]
Apr			\$	[ ]
May			\$	[ ]
Jun			\$	[ ]
Jul			\$	[ ]
Aug			\$	[ ]
Sep			\$	[ ]
Oct			\$	[ ]
Nov			\$	[ ]
Dec			\$	[ ]

## Bulk buying rules

<input type="checkbox"/> Only buy if 3+ months usage known	<input type="checkbox"/> Confirm storage space first
<input type="checkbox"/> Compare unit price	<input type="checkbox"/> Avoid obsolete supplies