

Using Paper Tracker 3.0

This spreadsheet was developed through the collaboration of many individuals from the Parks and Land Use Department. While we found this format the easiest to use, your area may have different needs. We went through several versions and revisions with input from both the individuals completing the report as well as the people using the report. In Parks and Land Use two people are in charge of ordering paper. A separate person is in charge of counting the inventory so that multiple people in each area are comfortable with the spreadsheet. This removes the problem of losing information upon personnel changes.

To customize the template

1. Each month has its own tracking sheet and then there is a summary sheet for the year. You may wish to put the current year as well as the department or division name on each sheet.
2. Decide what types of paper you will be tracking. In PLU we found it best to track white copy paper, both regular and legal size. If you use a lot of different sizes (i.e. ledger) it may be best to add areas to track this information as well.
3. Decide who will be updating the information. As previously mentioned, it works best to have a couple of people involved so that vacations and turnover do not cause a problem.
4. If you only have one copy area and one person who is in charge of ordering paper, you can delete the 'Section B'.

To use the template

1. The template is linked to cells within itself. The summary sheet will automatically update.
2. In the initial month, enter in your starting inventory.
3. As you order paper throughout the month, add the types and number of reams to the top part of the correct month's spreadsheet. Notice that the prices have been put in for you. If prices change, be sure to update this on your spreadsheet template.
4. At the end of the month, count full reams of unopened paper and enter it into the spreadsheet. These numbers will automatically roll over to be the next months starting inventory.
5. Please note that the summary sheet is only accurate once the month has been ended.