

DEMO & DISPLAY STOCK TRACKING LEDGER

Inventory Control & Custody Register

DEPARTMENT / BRANCH:

LEDGER PERIOD:

CUSTODIAN NAME:

LOCATION / ROOM:

DATE OUT/IN	ITEM CODE / SKU	ITEM DESCRIPTION	SERIAL NUMBER	PURPOSE / EVENT	QTY	COND. OUT	COND. RETURN	RECIPIENT SIGN

PREPARED BY (CUSTODIAN)

VERIFIED BY (AUDITOR / LEAD)

AUTHORIZED BY (MANAGER)