

# SAFETY STOCK LEVEL TRACKING LEDGER

DEPARTMENT / LOCATION

DATE OF REVIEW

PREPARED BY

APPROVED BY

ITEM/SKU CODE	DESCRIPTION	UOM	AVG. DAILY DEMAND (A)	MAX. DAILY DEMAND (B)	AVG. LEAD TIME (C)	MAX. LEAD TIME (D)	SAFETY STOCK LEVEL $[(B \times D) - (A \times C)]$	REORDER POINT	CURRENT STOCK	STATUS / ACTION

PREPARED BY (SIGNATURE / DATE)

AUTHORIZED APPROVAL (SIGNATURE / DATE)