SPARE PARTS STOCK CONTROL LEDGER SHEET

INVENTORY CONTROL DEPARTMENT

Part Number		**OEM Part No.**		**Reorder Level**	
Part Description				**Minimum Stock**	
Equipment/Model		**Location/Bin No.**		**Maximum Stock**	
Unit of Measure		**Unit Price (Standard)**		**Sheet Number**	

DATE	REFERENCE NO. (GRN / SIV)	PARTICULARS / SOURCE / DEPT	RECEIVED (+)		ISSUED (-)		BALANCE STOCK		CHECKED BY (INITIALS)
			QTY	TOTAL VALUE	QTY	TOTAL VALUE	QTY	TOTAL VALUE	

Prepared By (Storekeeper)

Verified By (Stock Verifier)

Authorized Signature