SUBCONTRACTOR MATERIAL CONTROL LEDGER

Inventory Tracking & Reconciliation Record

SUBCONTRACTOR NAME:
LEDGER PERIOD:
CONTRACT / PO REFERENCE:
WORK ORDER / PROJECT:
PRIMARY MATERIAL TYPE:
AUTHORIZED LOCATION:

DATE	REF. DOCUMENT (DC / GRN / INV NO)	MATERIAL DESCRIPTION / SPECIFICATION	UOM	QTY RECEIVED (+)	QTY CONSUMED / ISSUED (-)	QTY SCRAP / WASTAGE (-)	BALANCE STOCK (=)	VERIFIED BY (SIGNATURE)

PREPARED BY (SUBCONTRACTOR)

VERIFIED BY (STORE IN-CHARGE)

APPROVED BY (PROJECT MANAGER)