

MAINTENANCE & REPAIR PARTS LEDGER

MRO SUPPLIES CONTROL & INVENTORY RECORD

SHEET NO:

YEAR:

LOCATION/DEPT:

STORAGE BIN/AISLE:

LEDGER KEEPER:

PART NAME/CATEGORY:

MINIMUM STOCK:

REORDER QTY:

PREPARED BY (INVENTORY CLERK)

VERIFIED BY (MAINTENANCE SUPERVISOR)

DATE OF RECONCILIATION / REVIEW

