MATERIALS AND SUPPLIES INVENTORY TRACKING LEDGER

Spare Parts and Supplies

DEPARTMENT / SECTION _____

LOCATION / WAREHOUSE _____

PERIOD COVERED _____

LEDGER SHEET NO. _____

DATE	ITEM CODE	DESCRIPTION / SPECIFICATION	CATEGORY	UOM	UNIT COST	BEG. QTY	QTY REC'D	QTY ISSUED	BAL. QTY	TOTAL VALUE	REF NO. / SLIP	REMARKS

PREPARED BY

VERIFIED BY

APPROVED BY