

MONTHLY INDIRECT MATERIALS STOCK LEDGER

Month / Year:

Department /
Section:

Store Location:

Ledger Keeper:

Date	Item Code	Material Description	Unit	Opening Balance		Receipts / Inwards			Issues / Outwards			Closing Balance		Remarks / Location
				Qty	Value	Qty	GRN No.	Value	Qty	MRN No.	Value	Qty	Value	
Total:														

Prepared By (Storekeeper)

Checked By (Supervisor)

Approved By (HOD)