

MONTHLY STOCK CONTROL RECORD

MONTH / YEAR

DEPARTMENT / SECTION

WAREHOUSE LOCATION

LEDGER PAGE NUMBER

DATE	SKU / ITEM CODE	ITEM DESCRIPTION	UNIT	BEGINNING INVENTORY			STOCK RECEIVED (+)			STOCK ISSUED (-)			ENDING BALANCE			REMARKS
				QTY	UNIT COST	TOTAL VALUE	QTY	UNIT COST	TOTAL VALUE	QTY	UNIT COST	TOTAL VALUE	QTY	UNIT COST	TOTAL VALUE	
TOTALS					-			-			-		-			

PREPARED BY (INVENTORY CLERK)

VERIFIED BY (WAREHOUSE MANAGER)

APPROVED BY (FINANCE/CONTROLLER)