

DEPARTMENTAL INDIRECT MATERIALS USAGE LEDGER

INDIRECT MATERIALS CONTROL DOCUMENT

Department: _____

Period / Month: _____

Cost Center Code: _____

Ledger Sheet No: _____

DATE	REQUISITION NO.	ITEM CODE	DESCRIPTION OF MATERIAL	UNIT	QTY ISSUED	UNIT COST	TOTAL COST	ACCOUNT CODE
Total Indirect Materials Cost:								

Prepared By (Department Clerk)

Authorized By (Department Head)

Verified By (Inventory Control)