PACKAGING MATERIALS RECEIVED AND ISSUED LEDGER

Material Name: **Material Code:**

Specification/Size: **Unit of Measure:**

Minimum Stock Level: **Storage Location/Bin No:**

DATE	REFERENCE NO. (GRN/MRN/INV)	SUPPLIER / DEPARTMENT	RECEIVED (INWARDS)			ISSUED (OUTWARDS)			BALANCE		REMARKS / SIGN
			QTY RECEIVED	BATCH/LOT NO.	QC STATUS	QTY ISSUED	TO DEPT/LINE	BATCH ISSUED	QTY ON HAND	PHYSICAL VERIFY	

Prepared By (Storekeeper) Checked By (Quality Assurance) Approved By (Warehouse Manager)