

	MONTHLY PACKAGING MATERIAL RECONCILIATION LEDGER	Doc. No:
		Rev. No:

Facility / Location		Month / Year	
Department		Page No.	

S. No.	Material Code	Material Description	UOM	Opening Balance (A)	Qty Received (B)	Quantity Issued / Consumed		Quantity Rejected / Damaged (E)	Theoretical Closing Balance (A + B - C - D - E)	Actual Physical Stock (F)	Variance (F - Theoretical)	Remarks
						Production (C)	Sampling/Other (D)					
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												

Prepared By (Store Officer): Signature: Date:	Verified By (Production/QC): Signature: Date:	Approved By (Plant Head/QA): Signature: Date:
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