SPARE PARTS REGISTER & SUPPLY LEDGER

Inventory Control and Movement Log

Part / Supply Name:
Location / Bin No:
Part Number / ID:
Minimum Stock Level:
Category / Model:
Unit of Measure:

DATE	REFERENCE NO. (PO / REQ / JOB NO.)	DESCRIPTION OF TRANSACTION / VENDOR	QTY RECEIVED (+)	QTY ISSUED (-)	BALANCE QTY	AUTHORIZED BY	REMARKS

Prepared By (Storekeeper)

Verified By (Inventory Supervisor)