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| **KENYA FORESTRY RESEARCH INSTITUTE** |
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 **STORES LEDGER AND STOCK CONTROL CARD**

**ITEM CODE NO……………………………………  *00000***

**DESCRIPTION……………………………………………………………………………………..………………………………UNIT OF ISSUE…….......................................**

**MINISTRY…………………………………………..…………………DEPT/BRANCH……………………………………………………LOCATION……………………………………………………**

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| **Date**  | **Voucher No.** | **Supplier Requisition Office** | **Receipts** | **Issue** | **Balances** | **Consumption Record** |
| **Qty**  | **Invoice Unit Price** | **Value**  | **Qty**  | **Average unit Price** | **value** | **Qty**  | **Value**  | **Month**  |  |  |
|  | **B/F** | **Card No.** |  |  |  |  |  |  |  |  | **July**  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | **August**  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | **September**  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | **October**  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | **November**  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | **December**  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | **January**  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | **February** |  |  |
|  |  |  |  |  |  |  |  |  |  |  | **March**  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | **April**  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | **May**  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | **June**  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | **Annual usage** |  |  |
|  |  |  |  |  |  |  |  |  |  |  | **FORECAST REQUIREMENT** |
|  |  |  |  |  |  |  |  |  |  |  | **Av. Mon usage** |  |  |
|  |  |  |  |  |  |  |  |  |  |  | **Buffer stock**  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | **Recorder levels**  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | **Recorder qty** |  |  |
|  |  |  |  |  |  |  |  |  |  |  | **E.O.Q** | **SIZE** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | **WEIGHT**  | **PACKAGING** |

***(Overleaf stores ldger and stock control card)***

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| **Date**  | **Voucher No.** | **Supplier Requisition Office** | **Receipts** | **Issue** | **Balances** | **Consumption Record** |
| **Qty**  | **Invoice Unit Price** | **Value**  | **Qty**  | **Average unit Price** | **value** | **Qty**  | **Value**  | **Date** | **Order** | **Qty** | **Date Rec.** | **Qty Rec.** |
|  | **B/F** |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  | **Dues out** |  |
|  |  |  |  |  |  |  |  |  |  |  | **Date** | **Voucher** | **Qty** | **Date Issued** | **Qty Issued** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  | **Lead Times** |
|  |  |  |  |  |  |  |  |  |  |  | **Order** |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | **Period** |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | **STOCK CHECKS** |
|  |  |  |  |  |  |  |  |  |  |  | **Date**  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | **Surp** |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | **Def** |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | **Initials** |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | **Initials** |  |