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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** | | | | |  | |