



Costing & Reports: photocopiable resources

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The forms and formats include:

- stock record card
- stores ledger record
- memorandum/report format

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STOCK RECORD

Stock description

Stock units

Stock ref. No.

Location

Minimum

Maximum

Re-order level

Re-order quantity

DATE	GOODS RECEIVED		GOODS ISSUED		BALANCE
	Reference	Quantity	Reference	Quantity	

STOCK RECORD

Stock description

Stock units

Stock ref. No.

Location

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Maximum

Re-order level

Re-order quantity

DATE	GOODS RECEIVED		GOODS ISSUED		BALANCE
	Reference	Quantity	Reference	Quantity	

STORES LEDGER RECORD

Date	Receipts			Issues			Balance		
	Quantity	Cost	Total Cost	Quantity	Cost	Total Cost	Quantity	Cost	Total Cost
		£	£		£	£		£	£

REPORT/MEMORANDUM

To:

From:

Date: