

STOCK REGISTER

Item-wise record of receipts, issues and balance

One sheet per item. Write the opening balance in the first row under Received.

REGISTER NO.	PERIOD	ITEM NAME
ITEM CODE / HSN	UNIT	REORDER LEVEL

BUSINESS / LOCATION	REMARKS
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DATE	VOUCHER / INVOICE NO.	PARTICULARS	RECEIVED	ISSUED	LOST / DAMAGED	BALANCE

Total received	
Total issued	
Total lost / damaged	
Closing balance	

NOTES

Physical count date: _____ Difference found: _____

Storekeeper

Checked by: authorised signatory