

Figure AA3.4 Example of completed inventory control form

Name of store or laboratory \_\_\_\_\_ Date completed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Code no.	Product name	Stock unit	Quantity on stock card	Physical count	Unit price (USD)	Total price (physical count × unit price)	Discrepancy (stock card minus physical count)	Expiration date
P500	Glass slides	Box (500 slides)	130	130	8.00	1040.00	-	
P511	Sputum collection containers	Carton (1000)	72	56	70.00	3920.00	16	
R26	Basic fuchsin powder	100 g	8	8	35.00	280.00	-	
R28	Auramine O powder	50 g	7	7	20.00	140.00	-	
R27	Methylene blue powder	100 g	11	10	60.00	600.00	1	
R43	Immersion oil	100 ml	14	14	20.00	280.00	-	
P482	Nichrome wire	Roll (10 metres)	5	5	8.00	40.00	-	
A28	Disposable gloves	Box (100)	32	25	10.00	250.00	7	
T22	Microscope bulb	1	12	8	25.00	200.00	4	
R18	Lysol disinfectant	Bottle (5 litres)	43	43	7.00	301.00	-	
T23	Spare eyepiece for microscope	1	6	2	200.00	400.00	4	
<b>TOTAL</b>						<b>7451.00</b>		

Prepared by: \_\_\_\_\_

Confirmed by: \_\_\_\_\_

Function or category: \_\_\_\_\_

Function or category: \_\_\_\_\_