Inventory and Reorder Sheet

OM-06F | Chapter 14 | Owner and Manager | Version 1.0

Set practical stock levels and a named person to reorder. Count the actual usable stock and record approvals before buying.

Write in the spaces or click a blank field to type in Word.

Storage location and category	Count date and counted by

Item and unit	On hand	Reorder at	Order qty	Supplier and lead time

Storage, expiry, or damaged stock concern

Order approved by, spending limit, and date

Order placed, expected arrival, and person receiving

Use the same units for counts and orders. Keep account numbers and payment details in the approved secure system.

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