[Company name]

*How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue **[field]** until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.*

Consumables Usage Log

Seeing where consumables actually go: item, quantity, user or project, and date, so ordering matches real use.

Document	Consumables Usage Log
Prepared by	**[Name and role]**
Owner	**[Name and role]**
Version	2.0 (redesign)
Date	**[DD Month YYYY]**
Review date	**[DD Month YYYY]**

Log owner	**[Log owner]**
Log period	**[Log period]**
Storage location	**[Storage location]**

Items

Item	Description	Unit	Remaining stock	Minimum level	Reorder ?

[Company name]

Item	Description	Unit	Remaining stock	Minimum level	Reorder ?

Usage log

Date	Item	Quantity used	Opening stock	Closing stock	Used by / project

Completion checklist

Done	Check
	Every use is logged with item, quantity, user or project, and date.
	Remaining stock is updated after every use, not at month end.
	Items at or below minimum level are flagged for reorder.