[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.