Ashford Business Services Ltd

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	**Sarah Mitchell, Office Manager**
Owner	**David Okafor, Finance Manager**
Version	2.0 (redesign)
Date	**9 November 2026**
Review date	**9 November 2026**

Log owner	Log owner
Log period	**November 2026**
Storage location	**Boardroom, 12 Church Street, Birmingham**

Items

Item	Description	Unit	Remaining stock	Minimum level	Reorder ?

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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.