[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.*

Stock Receiving and Issue Register

One running record for stock in and stock out: what arrived, what left, and what is left.

Document	Stock Receiving and Issue Register
Version	1.0
Prepared by	**[Name and role]**
Owner	**[Name and role]**
Date	**[DD Month YYYY]**
Review date	**[DD Month YYYY]**

Register details

Location	**[Location]**
Register period	**[Register period]**
Storekeeper	**[Name and role]**
Checked by	**[Name and role]**

Stock movements

Date	Item	Unit	Received from / Issued to	Reference	Qty received	Qty issued	Balance

[Company name]

Date	Item	Unit	Received from / Issued to	Reference	Qty received	Qty issued	Balance

[Company name]

Balance check

Item	Balance per register	Balance counted	Difference	Checked by	Date

Sign-off

Checked by signature and date	
Stock record updated on	**[DD Month YYYY]**
Differences approved by	**[Name and role]**

Completion

✓	Check	Notes
	Every receipt and every issue is entered on the day it happens.	
	The balance is updated on every line, never from memory.	
	Any difference at balance check has a cause and an action before sign-off.	