[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. 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: _____ Owner: _____

Date: _____ Review date: _____

Register details: Location: _____ Register period: _____

Storekeeper: _____ Checked by: _____

Stock movements

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

Balance check

Item	Balance per register	Balance counted	Difference	Checked by	Date

[Company name]

Item	Balance per register	Balance counted	Difference	Checked by	Date

Sign-off: Checked by signature and date: _____

Stock record updated on: _____ Differences approved by: _____

Completion: [ ] Every receipt and every issue is entered on the day it happens. Notes: _____

[ ] The balance is updated on every line, never from memory. **Notes:** _____

[ ] Any difference at balance check has a cause and an action before sign-off. **Notes:** _____