Ashford Business Services Ltd

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	**Sarah Mitchell, Office Manager**
Owner	**David Okafor, Finance Manager**
Date	**9 November 2026**
Review date	**9 November 2027**

Register details

Location	**Main stores, Unit 4**
Register period	**November 2026**
Storekeeper	**Sarah Mitchell, Office Manager**
Checked by	**David Okafor, Finance Manager**

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Stock movements

Date	Item	Unit	Received from / Issued to	Reference	Qty received	Qty issued	Balance
2 November 2026	A4 copy paper	reams	Riverside Supplies Ltd	PO-2026-031	50		50
3 November 2026	A4 copy paper	reams	Marketing	IR-2026-011		12	38
6 November 2026	A4 copy paper	reams	Riverside Supplies Ltd	PO-2026-044	25		63
4 November 2026	Printer toner cartridges	cartridges	Harborne Wholesale Ltd	PO-2026-032	10		10
5 November 2026	Printer toner cartridges	cartridges	Finance	IR-2026-012		3	7
5 November 2026	Blue ballpoint pens	boxes	Ashford Trade Supplies Ltd	PO-2026-033	40		40
9 November 2026	Blue ballpoint pens	boxes	Reception	IR-2026-013		8	32

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Date	Item	Unit	Received from / Issued to	Reference	Qty received	Qty issued	Balance
6 November 2026	Cleaning spray	bottles	Northgate Building Supplies Ltd	PO-2026-035	12		12
9 November 2026	Cleaning spray	bottles	Facilities	IR-2026-014		4	8

Balance check

Item	Balance per register	Balance counted	Difference	Checked by	Date
A4 copy paper	63	63	0	Sarah Mitchell	9 November 2026
Printer toner cartridges	7	7	0	Sarah Mitchell	9 November 2026
Blue ballpoint pens	32	32	0	Sarah Mitchell	9 November 2026
Cleaning spray	8	8	0	Sarah Mitchell	9 November 2026

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Sign-off

Checked by signature and date	
Stock record updated on	**9 November 2026**
Differences approved by	**Sarah Mitchell, Office Manager**

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.	