

Inventory Status Sheet

Item Description _____ Item Number _____

[illegible]

Quantity on Hand: The present quantity of inventory per book inventory report

Quantity Ordered: The quantity of item ordered from vendor

Date Ordered: The date item was ordered from vendor

Unit Cost: The unit cost of item per vendor

Quantity Received: The quantity of item received from vendor

Date Received: The date item was received from vendor

Usage: The actual usage of item in production or sales

Add Quantity on Hand to Quantity Received and subtract Usage to get next Quantity on Hand.