[Company name]

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Consumables Usage Log

Seeing where consumables actually go: item, quantity, user or project, and date, so ordering matches real use.

Document: Consumables Usage Log Version: 2.0 (redesign)

Prepared by: _____ Owner: _____

Date: _____ Review date: _____

Log owner: _____ Log period: _____ Storage location: _____

Items

Item	Description	Unit	Remaining stock	Minimum level	Reorder?

Usage log

Date	Item	Quantity used	Opening stock	Closing stock	Used by / project

Completion checklist: [ ] 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.