[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.

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

[Company name]

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.