

Inventory Control Record Form

This **inventory control record form** sample provides a structured layout to accurately track item descriptions, quantities, and stock levels. It helps businesses maintain organized inventories and prevent stockouts or overstocking. Utilizing this form enhances efficiency in managing inventory data and streamlines the ordering process.

Item Code	Item Description	Unit of Measure	Quantity on Hand	Reorder Level	Quantity Ordered	Supplier	Date Received	Remarks
101-A	HP LaserJet Printer Cartridge	Pieces	25	5	10	Supplier X	2024-06-01	Stock sufficient
202-B	Canon Copier Paper (A4, 80gsm)	Boxes	8	3	5	Supplier Y	2024-05-25	Order placed
305-C	Dell Optical Mouse	Units	40	10	20	Supplier Z	2024-06-11	New stock

Note: This is a sample form. Customize columns and fields as needed for specific inventory management requirements.