

Inventory Control Record Form

Item ID	Item Description	Quantity	Unit	Purchase Date	Supplier	Unit Price	Total Cost	Location	Remarks
INV-001	Laser Printer HP 5000	5	pcs	2024-05-03	ABC Office Supplies	\$250.00	\$1,250.00	Warehouse A	For office use
INV-002	A4 Copy Paper (5 reams/box)	20	boxes	2024-05-10	PaperWorld Ltd.	\$20.00	\$400.00	Warehouse B	
INV-003	Wireless Mouse Logitech	30	pcs	2024-06-01	GadgetHub	\$15.00	\$450.00	Warehouse A	Urgent replenishment

*This inventory control record form sample helps track purchase date, supplier, quantity, and other key information for efficient inventory management and timely stock replenishment.*