

Inventory Control Card / Store Ledgers

Developed by:	CCM Task Force	Developed in:	U.S.A.
Adapted in:	N/A		
Purpose:	Stock keeping records are used to record information about items that a facility stores/has in stock. At a minimum level, for each product stored, the stock keeping records must record the quantity received from/issued to, losses, adjustments, and a running balance. Stock keeping records must be kept at Resupply Points where CHWs receive their commodities.		
Completed by:	Dependent on facility; usually a pharmacy tech, store manager, etc.	Frequency:	Daily
Submitted to:	Stock keeping records do not move and stay with product at the facility.	Frequency:	N/A
Tool(s) linked to:	Stock keeping records are usually linked to summary reports that record current stock on hands, receipts, losses, adjustments, etc.		
<p>Overview:</p> <p>Two main types of stock keeping records exist for the Resupply Point level, and they include:</p> <ul style="list-style-type: none"> • Inventory Control Card (also known as a Stock Card, Stock Control Card, etc.) • Stores Ledger <p><u>Inventory Control Cards (ICCs)</u></p> <p>ICCs are kept for each individual product and are traditionally kept right where the commodities are stored. Information should be entered on the inventory control card each time a new shipment is received, or dispatched. Results of the physical inventories should also be entered on the inventory card. For tracking the movement of stock, inventory control cards should include a reference number for the shipment (voucher number). In all cards a column for the initials for the person entering data is helpful for tracking receipt and dispatch activities.</p> <p><u>Stores Ledgers</u></p> <p>A Stores Ledger contains the same information as the Inventory Control Card, but instead of individual cards for each product, the Stores Ledger is a bound book with a page allocated for each product. The ledger format is a less flexible tool for store manager to use because it is easy to run out of space for an individual product; it is hard to add new products and keep items in alphabetical order.</p>			
<p>Use of data:</p> <p>Store Managers or those personnel charged with stock management must update these forms each time product is issued, received, lost, borrowed, or lent out. Physical counts/inventories should also be recorded on stock keeping records.</p> <p>Data on stock keeping records assists Resupply Point personnel in tracking stock movement and also regularly calculating the Resupply Point's stock status by dividing average monthly consumption by current stock on hand.</p>			
<p>Potential adaptations:</p> <p>Each program and logistics management information system may have different formats for their stock keeping records, but each stock keeping record should at a minimum include:</p>			

- Received from/Issued to (*stating the name of the recipient or source of supply*)
- Quantity received
- Quantity issued
- Losses and Adjustments
- Current Balance on Hand

It is also important, if operating in a maximum-minimum inventory control system to include the Maximum Level (pre-printed in number of months) and the Emergency Order Point (pre-printed in number of months). Then on a regular basis the store manager can calculate Average Monthly Consumption and the Maximum Quantity of Stock that the store has on hand. This allows the store manager to assess each commodity's stock status and make a decision based on whether it is above maximum, below maximum but above the emergency order point, or at or below the emergency order point.

Other comments: