STOCK CARD (SC)

INSTRUCTIONS

- A. The SC is a form used in the Supply and/or Property Division/Unit for each type of supplies to record all receipts and issues made. It shall be maintained by fund cluster.
- B. This form shall be accomplished as follows:
 - 1. **Entity Name** name of the agency/entity
 - 2. Fund Cluster fund cluster name/code in accordance with the UACS
 - 3. **Item/Description** name of the item and its description
 - 4. **Unit of Measurement** unit of measurement of inventory requested (i.e., piece, roll, box, ream, etc.)
 - 5. Stock No. stock number assigned by the property personnel for each type of supplies
 - 6. **Re-order Point** minimum quantity of stocks which signals the need to re-order the item
 - 7. **Date** date of the source document
 - 8. **Reference** reference document used as a basis in recording transactions such as the receipt/issue of supplies
 - 9. **Receipt-Qty.** quantity of supplies received/purchased
 - 10. **Issue-Qty./Office** quantity of supplies issued and the recipient office/unit
 - 11. **Balance-Qty.** the difference between the 'Receipt' and 'Issue' columns which shall be equal to the quantity of supplies on hand/stock at the Supply and/or Property Division/Unit
 - 12. **No. of Days to Consume** estimated number of days for which the stock is to be consumed as determined by the Supply and/or Property Division/Unit based on historical data.
- C. Transactions shall be posted promptly from source documents.
- D. The agency/entity shall conduct physical count of inventories every semester. The semestral physical inventory of supplies shall be reconciled with the SLCs and controlling accounts and Supply and/or Property records. Any discrepancies shall be immediately verified and adjusted.
- E. The balance per stock card shall be reconciled regularly with the SLC maintained by the Accounting Division/Unit.