

SUPPLIES LEDGER CARD (SLC)

INSTRUCTIONS

- A. The SLC is a form used in the Accounting Division/Unit for each type of supplies to record all receipts and issues made. It shall be maintained by fund cluster.
- B. This ledger shall be accomplished as follows:
1. **Entity Name** – name of the agency/entity
 2. **Fund Cluster** – fund cluster name/code in accordance with 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. **Item Code** – 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 JEV/RIS
 8. **Reference** – reference documents used as basis in recording the transactions (i.e. JEV for receipt and RIS for issue, etc.)
 9. **Receipt-Qty./Unit Cost/Total Cost** – quantity, unit cost and total cost of the supplies received/purchased
 10. **Issue-Qty./Unit Cost/Total Cost** – quantity, unit cost and total cost of supplies issued
 11. **Balance-Qty.** – difference between the receipt and issue, which shall be equal to the quantity of supplies on hand/stock at the Supply and/or Property Division/Unit
 12. **Balance-Unit Cost** – unit cost of items on hand/stock based on weighted average method
 13. **Balance-Total Cost** – total cost of items on hand/stock based on weighted average method
 14. **No. of Days to Consume** – estimated number of days for which the stock would 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 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.