# Inventory Control Sheet

**Purpose:** This document is designed to track and monitor raw materials, work-in-progress (WIP), and finished goods inventory within manufacturing processes. It helps ensure accurate stock levels, efficient material flow, and timely reorder points, supporting consistent production quality and inventory accountability.

## General Information

* **Date:** {date}
* **Prepared By:** {preparedBy}
* **Department:** {department}
* **Inventory Period Covered:** {inventoryPeriod}

## Inventory Summary

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Total Items** | **Total Value** | **Notes** |
| {#summary}{category} | {totalItems} | {totalValue} | {notes}{/summary} |

## Raw Materials Inventory

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Material Name** | **SKU/ID** | **Quantity on Hand** | **Reorder Level** | **Unit Cost** | **Supplier** | **Notes** |
| {#rawMaterials}{materialName} | {sku} | {quantity} | {reorderLevel} | {unitCost} | {supplier} | {comments}{/rawMaterials} |

## Work-in-Progress (WIP) Inventory

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Component/Assembly** | **Batch Number** | **Stage of Production** | **Quantity** | **Expected Completion** | **Notes** |
| {#workInProgress}{component} | {batchNumber} | {productionStage} | {quantity} | {expectedCompletion} | {comments}{/workInProgress} |

## Finished Goods Inventory

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Product Name** | **SKU** | **Quantity Available** | **Location** | **Unit Price** | **Total Value** | **Notes** |
| {#finishedGoods}{productName} | {sku} | {quantity} | {location} | {unitPrice} | {totalValue} | {comments}{/finishedGoods} |

## Inventory Issues/Notes

{^hasInventoryIssues}

*No inventory issues reported during this period.*

{/hasInventoryIssues}

{#hasInventoryIssues}

* **{issueTitle}:** {issueDescription}

{/hasInventoryIssues}

## Approvals

* **Supervisor:** {supervisorName}
* **Signature:** {supervisorSignature}
* **Date of Approval:** {approvalDate}