

Check Out Sheet Instructions

Many Items are labeled with the **Part Number** so check that they match

Pay close attention to the **Description**, make sure the item you have matches the description

Aisle, Rack, Bin
Items are located in specific Aisle, Rack and Bin. They are numbered and D=Drawer, S=Shelf, F=Floor

Physical Counts
Periodically count the number of items in stock and compare with the Quantity Aboard listed minus any that have been checked out.

Pay close attention to the **Issue Unit** when you check out items. If you only need part of a Package, Box, or Roll check out the item, take what you need and write "FREE" on the packaging.

Physical Counts
If the number of the items does not match the Quantity Aboard, write the correct amount on the line followed by "pc" then circle it.

Thursday, 12 March, 2015

Location : UTS

Inventory : Yes

Status : Active

Check-Out Sheet Report

P/N	Description	Classification	Aisle,Rack,Bin	Qty Aboard	Reorder Level	ReStock Level	Last Update	Issue Unit	Check Out
SO5127	Adhesive, Mounting Putty (Poster Putty)	Science Supplies\ Office (SO)\ General	7D-1	1	1	2	12/19/2014	PACKAG E	1 6 pc
LS0004	Ampules, 1mL - Wheaton# 176772, Fisher # 01-215A; 144/box		31S-1	5	1	9	12/19/2014	BOX	
LS0006	Ampules, 2mL - Wheaton #176776, Fisher #01-215B; 144/box		31S-1	10	2	6	12/19/2014	BOX	2 1
LS0007	Ampules, 5mL - Wheaton #176779, Fisher #01-215C; 144/box	Science Supplies\ Labware (LS)\ General	31S-1	10	6	12	12/19/2014	BOX	
LS0003	Ampules, 10mL - Wheaton #176780, Fisher #01-215D; 144/box		31S-2	9	2	6	12/19/2014	BOX	
LS0005	Ampules, 20mL -Wheaton #176782, Fisher #01-215L; 144/box		30S-1	9	1	3	01/27/2015	BOX	
TS0001	Applicator Sticks; Wood, 72 doz/box #01-340		15D-4	27	2	3	12/19/2014	BOX	
LS1263	Applicator, Cotton-tipped, Multi-Purpose, 3" Cleaning, 1000/box P/N 23-400-100	Science Supplies\ Labware (LS)\ General	15D-4	3	2	3	12/19/2014	BOX	
LS0288	Applicator, Cotton-tipped, Multi-Purpose, 6" Cleaning, 1000/box P/N 23-400-101		15D-4	0	1	2	03/07/2015	BOX	
LS0008	Apron, Disposable; Fisher # 1-351-15; 50/box		4D-6	1	1	1	12/19/2014	BOX	
SF5005	Apron, Neoprene, Fisher #17-987-105B	Science Supplies\ Safety (SF)\		5	1	3	12/19/2014	EACH	

Example of Label on Drawers and Shelves

Band-Aid, Shear Strips, 1" x 3";
Zee 731, 30/box

LS0180 Box

Use the labels on the shelves to help you find items and ensure that you have the correct items. Note Description, Number and Issue Unit.

DO NOT write or change numbers here. Use "pc" on the right to indicate quantity aboard.

Check Out items by putting the number you remove on the line and circling it to the right of the last entry.

- If you would like to make any changes to Description, Stock Level, Reorder Level, or wish to suggest a new item to stock, please write an email to the ALO account with details of the item. •