

# 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. •