

# Front Desk Supplies Stock Card

Item Name: \_\_\_\_\_

Item Code: \_\_\_\_\_

Unit: \_\_\_\_\_

Location: \_\_\_\_\_

Date	Reference / Document No.	Description	Received Qty	Issued Qty	Balance	Remarks

Prepared by:

\_\_\_\_\_  
Checked by:

\_\_\_\_\_  
Approved by: