_____ CHURCH

Inventory Status Sheet

Item Description _____ Item Number _____

Quantity on Hand	Quantity Ordered	Date Ordered	Unit Cost	Quantity Received	Date Received	Usage

Quantity on Hand: The present quantity of inventory per book inventory report
Quantity Ordered: The quantity of item ordered from vendor
Date Ordered: The date item was ordered from vendor
Unit Cost: The unit cost of item per vendor
Quantity Received: The quantity of item received from vendor
Date Received: The date item was received from vendor
Usage: The actual usage of item in production or sales

Add Quantity on Hand to Quantity Received and subtract Usage to get next Quantity on Hand.