



**(2.) STOCK RECORD CARD**

**ABC HOTELS LTD.**

BIN NO -  
COMMODITY - 1)  
2)

SUPPLIER -

RE-ORDER QUANTITY -

RE-ORDER LEVEL -

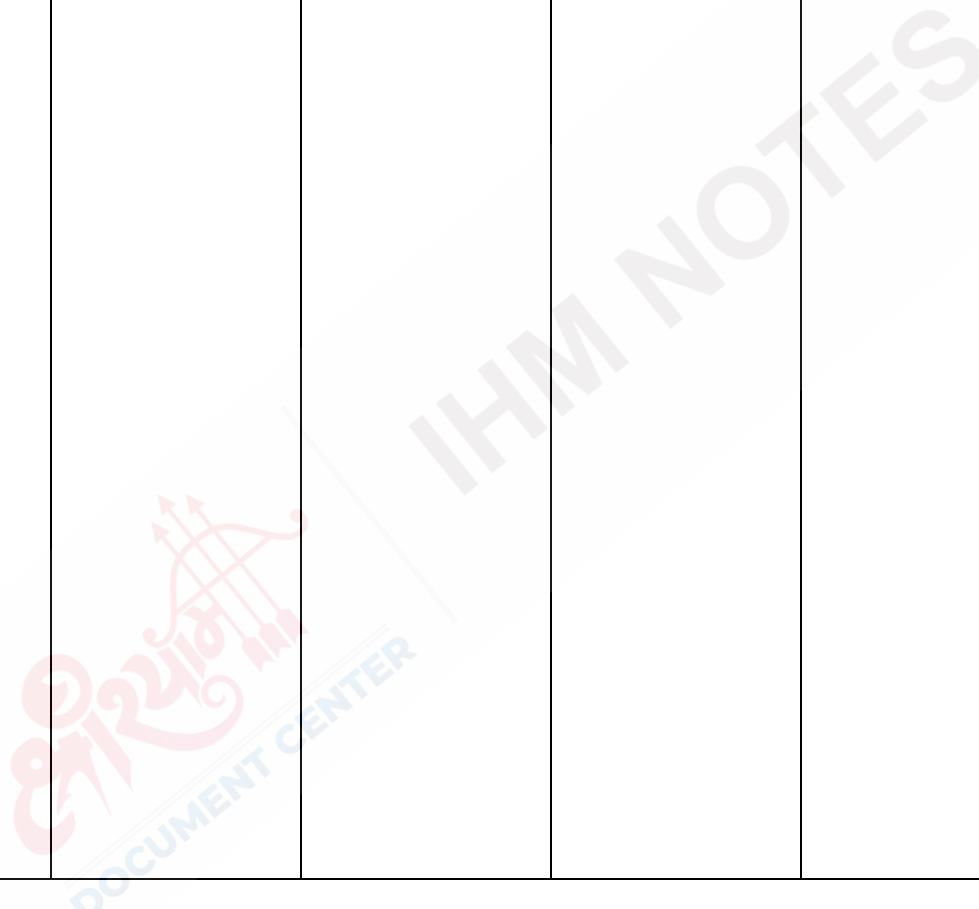
<b>DATE</b>	<b>REF</b>	<b>UNIT COST</b>	<b>RECEIVED NO. Rs.</b>	<b>ISSUED NO. Rs.</b>	<b>BALANCE NO. Rs.</b>

**(3.) PERPETUAL INVENTORY CARD**

**ABC HOTELS LTD.**

ITEM -  
SIZE -  
SUPPLIER -

COST -  
PAR STOCK -  
RE-ORDER POINT -

DATE	ORDER NO	IN	OUT	BALANCE
				

**(4.) FOOD STORE ROOM REQUISITION**

INDENT NO. -

DELIVERY DATE -

DEPARTMENT -

SL NO.	STOCK NO.	ITEM	SIZE	QUANTITY REQUIRED	QUANTITY ISSUED	UNIT COST	TOTAL COST

REQUESTED BY -

INDENT MADE BY -

DELIVERED BY -

RECEIVED BY -

(CONTROLLER)

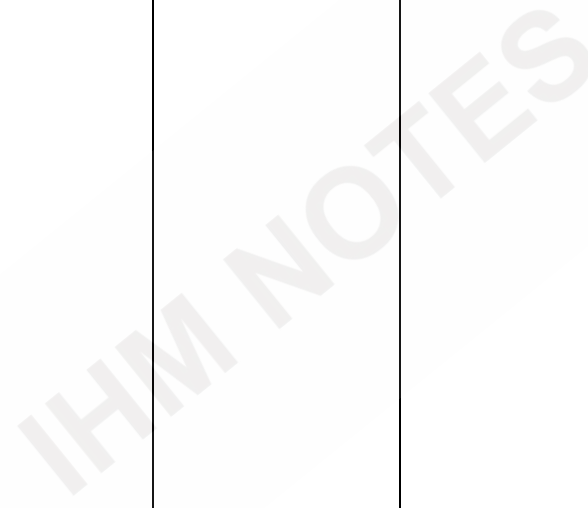

**(5.) KITCHEN TRANSFER NOTE**

**ABC HOTELS LTD**

**FOOD AND BEVERAGE TRANSFER NOTE**

NO. -  
FROM -

DATE -

SL. NO.	ITEM SIZE	QUANTITY TRANSFER	COST	
			UNIT	TOTAL
 				

REQUESTED BY -

INDENT MADE BY -

DELIVERED BY-

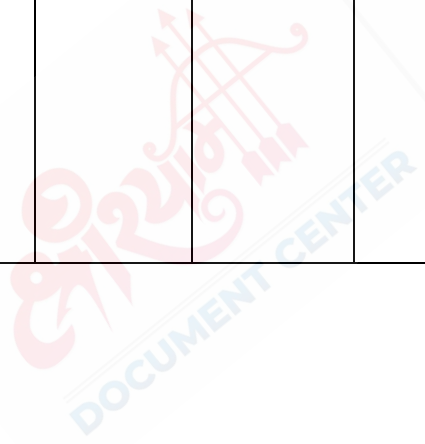
RECEIVED BY-

(COST CONTROLLER)

**(6.) INVENTORY SHEET**

**ABC HOTELS LTD.**

PHYSICAL INVENTORY											PAGE NO.
S ON-											-
SL NO.	ITEM	UNITS	STOCK IN HAND	PHYSICAL STOCK	VARIANCE + -	UNIT PRICE RS. P.	INVENTORY RS. P.	VARIANCE VALUE + - RS P.	ISSUE OF MONTH QUANTITY	VALUE OF MONTH ISSUES RS. P.	REMARKS



IHM NOTES

(7.) **FOOD STOCK TAKING REPORT**

**ABC HOTEL LTD.**

TO – G.M/F&B MANAGER/ACCOUNTS/EXECUTIVE  
CHEF/EXECUTIVE HOUSE KEEPER

FROM -  
DATE -  
VALUE OF STOCK -

STOCK TAKER -  
PERIOD -

ITEM	PRESENT PERIOD				LAST PERIOD
	STOCK VALUE	BOOK VALUE	DIFFERENCE VALUE	% DIFFERENCE	
LIST OF SLOW MOVING ITEMS -					

**XYZ HOTEL LTD  
PURCHASE ORDER FORM**

No.....  
Date .....  
Reg. No. - ....

For.....  
Store Dept.

To (Suppliers)

<b>QUANTITY</b>	<b>DESCRIPTION</b>	<b>PRICE</b>	<b>TOTAL</b>
	(All deliveries accepted subject to count, weight, and specifications)		
		TOTAL=	

ALL GOODS DELIVERED

The acceptance of this order is acceptance of all conditions herein.

TO.....  
ON.....

SIGNATURE

(Purchase Officer)