



CONSUMABLE SUPPLIES AND GOODS FOR RESALE FORM

Inventory Form for Consumable Supplies and Goods for Resale

DEFINITIONS

CONSUMABLE SUPPLIES – goods and items purchased for use in daily operations and not for resale, such as office supplies or medical supplies.

GOODS FOR RESALE – finished goods purchased for the purpose of resale to a customer or other entity.

REQUIRED INFORMATION

CONSUMABLE SUPPLIES (> \$15K TOTAL)	
INVENTORY DATE	
ACCOUNT NUMBER	
ACCOUNT NAME / DESCRIPTION	
PREPARER NAME	
PREPARER TELEPHONE NUMBER	
INVENTORY AMOUNT	\$

GOODS FOR RESALE (> \$15K TOTAL)	
INVENTORY DATE	
ACCOUNT NUMBER	
ACCOUNT NAME / DESCRIPTION	
PREPARER NAME	
PREPARER TELEPHONE NUMBER	
INVENTORY AMOUNT	\$