

Standard Operating Procedure (SOP)

Daily Inventory Usage Tracking and Recording

Purpose:

This SOP details the process for **daily inventory usage tracking and recording**, ensuring accurate monitoring of stock levels, timely updates in inventory management systems, verification of usage against requisitions, identification of discrepancies, and proper documentation for accountability. Its purpose is to maintain optimal inventory control, prevent stockouts or overstocking, and support efficient resource planning and procurement.

Scope

This procedure applies to all staff responsible for the management, issuance, and recording of inventory items within the organization on a daily basis.

Responsibilities

- **Inventory Staff:** Record daily stock usage, update inventory system, report discrepancies.
- **Supervisors:** Review daily records, approve reconciliations, and oversee compliance.
- **Procurement Department:** Monitor inventory reports and initiate reorders when necessary.

Definitions

- **Inventory Management System (IMS):** Software or log used to track inventory movements.
- **Requisition:** Approved request for the withdrawal or use of inventory items.
- **Discrepancy:** Any difference between stock records and physical counts.

Procedure

1. **Start of Day Preparation**
 - Access and review the previous day's inventory records.
 - Verify that all prior usage entries are complete and approved.
2. **Inventory Issue/Usage Recording**
 - Upon requisition approval, issue items from inventory per documented request.
 - Record each issued item **immediately** in the Inventory Management System, noting:
 - Item description/code
 - Quantity issued
 - Date/time
 - Recipient/user/requestor
 - Requisition number/reference
3. **Daily Stock Verification**
 - At the close of business, perform a physical count of high-turnover or critical items.
 - Reconcile IMS recorded balances with physical stock.
4. **Discrepancy Identification & Reporting**
 - Document any stock shortages, overages, or damaged goods.
 - Report discrepancies to the supervisor for investigation and resolution.
5. **Documentation and Filing**
 - Ensure all inventory issue and usage forms are completed and signed where required.
 - File records according to organizational policy (electronic and/or paper).
6. **End-of-Day Summary**
 - Send a summary of daily usage and stock status to relevant stakeholders (e.g., supervisors, procurement).
 - Highlight items nearing reorder levels.

Records & Documentation

Document/Form Name	Location	Retention Period
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Daily Inventory Issue Log	Inventory office (folder/IMS)	1 year
Physical Stock Count Sheet	Inventory office/IMS	1 year
Discrepancy Report	Supervisor's office/IMS	2 years

References

- Inventory Management Policy
- Procurement Procedures Manual
- IMS User Guide

Revision History

Version	Date	Description of Change	Author
1.0	2024-06-18	Initial issue	Inventory Dept