

GAM/E-044 CONSUMABLE ISSUANCE FORM INSTRUCTION

NO.	Insert the number accordingly.
DESCRIPTION	Insert the name of an items.
QTY.	Insert the quantity of an items.
SHELF LIFE DUE	Insert the shelf life due of an item by referring valid document.
GIN/BATCH NO.	Insert the GIN or Batch No. was registered.
ISSUE	
NAME & INITIAL	Insert the name and initial of person issuing the items.
DATE	Insert the date of the items issued.
RETURN	
NAME & INITIAL	Insert the name and initial of person returning the items.
DATE	Insert the date of the items returned.
BALANCE	Insert the balance of an item in stock.
STOREMAN NAME & INITIAL	Insert the name and initial of the storeman in duty.