

INSTRUCTIONS FOR FILLING OUT THE GAM/E-044 CONSUMABLE ISSUANCE FORM

NO.	Insert the sequential number according to the row.
DESCRIPTION	Insert the name of the items being issued.
QTY.	Insert the quantity of the items being issued.
SHELF LIFE DUE	Insert the shelf life due date of the item, referring to the relevant documentation for validation.
GIN/BATCH NO.	Insert the GIN (Goods Issue Note) or Batch number that was registered.
ISSUE	
NAME & INITIAL	Insert the name and initial of person issuing the items.
DATE	Insert the date on which the items were issued.
RETURN	
NAME & INITIAL	Insert the name and initial of person returning the items.
DATE	Insert the date on which the items were returned.
BALANCE	Insert the balance of the item remaining in stock after the return.
STOREMAN NAME & INITIAL	Insert the name and initial of the storeman on duty who is verifying the form.