

Par Stock Worksheet

Inventory Item: _____ **Purchase Unit:** _____

Beginning Inventory Amount:

Date: _____

Ending Inventory Amount:

Date: _____

Dates of Deliveries Between Inventories:

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Total Number of deliveries*: _____

Amounts Purchased:

No. _____

No. _____

No. _____

No. _____

No. _____

No. _____

No. _____

No. _____

Total Purchases: _____

Average Monthly Usage: _____ + _____ - _____ = _____

Average Usage Between Deliveries: _____ + _____ = _____

Minimum Par Stock Level: _____ rounded up to next full unit _____

Maximum Par Stock Level: _____ X 1.5, rounded up to next full unit _____

* NOTE: (*) Remember to include emergency purchases.