

Inventory & FIFO Tracker

First in, first out — make it a layout, not a policy.

HOW TO USE THIS SHEET

- Label every item on receipt with the date received, using the day-colour code below, and always place new stock behind existing stock on the shelf.
- Fill in Par (the quantity that should always be on hand) once per season, or whenever demand or delivery schedules change.
- Update Qty on Hand and Counted By at every stock count — a shared, current sheet closes the gap between what you think you have and what's on the shelf.
- When Qty on Hand drops to the Reorder Point, place the order that day — don't wait for the shelf to run bare.

Outlet / Location:	Storage area:	Date of count:
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Day-Colour Label Code

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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Inventory Log

Item	Category	Storage Zone	Par	Unit	Date Rec'd	Label Colour	Use-By (FEFO)	Qty on Hand	Reorder Pt.	Supplier	Counted By

[illegible]