SAMPLE FORM FOR KEEPING A PURCHASE RECORD

Amount	Purchased	Date	Firm	Brand	Cost of Purchase	Unit Cost	General Remarks

SAMPLE FORM FOR KEEPING A MONTHLY INVENTORY

Article	Brand	Size	Amount	Unit Cost	Total Cost

SAMPLE FORM FOR KEEPING A PERPETUAL INVENTORY

Who purchased	Brand	Size	Amount	Unit cost	Total cost	Amount issued	Return to store room	Amount on hand after last issue