Alcohol Stock Control Custodian's Inventory Records

This form, *Alcohol Stock Control Custodian's Inventory Records*, can be used to keep a record of receipts and disbursements within a department.

Record the last three numbers of the Storehouse Catalog Number (i.e. 110, 112, 113, 115, 139, etc.); the concentration (i.e. 95 or 100%); and unit of issue (i.e. pint or gallon).

- In the first line enter the beginning balance in the Balance column.
- For each issue or receipt, record the date; the amount received or issued (in the appropriate column); calculate the new balance by adding or subtracting the receipt or issue amount from the balance in the preceding line.
- The Reference # is optional.
- The Billing ID or Account is also optional, and used if the department has separate accounts for the various users.
- Both the person to whom the issue is made, i.e. the end user, should sign, as well as the approved alcohol custodian.

Storehouse Reorder Number: _____ Concentration: _____% Unit of Use: _____

PI: _____ Building/Rm #: _____

Date	Quantity			Reference #	Billing ID/ Account #	End user signature	Custodian signature
	Received	Issued	Balance				
Beginning Balance							

The designated department custodian must keep a record of receipts and disbursements on the *Alcohol Stock Control Custodian's Inventory Records* or similar form. Blank copies of this form can be downloaded from procurement.ucdavis.edu/MM_AlcInvRecord.pdf. For a full copy of the use of Ethyl Alcohol Policy please refer to: http://manuals.ucdavis.edu/PPM/350/350-20.pdf.