**Template for test kit and consumables stock control form**

To avoid stock-outs or expiry of test kits and to minimise costs, it is important to take into account the shelf life of the kits and consumables used, available storage space and any discounts suppliers may offer when you order in bulk.

A stock control system may use online stock control systems or paper stocktake lists that include all consumables:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date: | | Staff member: | | |  |
| **Item** | **Pieces per packing unit** | **Number of units in stock** | **Expiry date** | **Re-order Date** | **Notes** |
| e.g. HIV Test strips |  |  |  |  |  |
| e.g. capillary tubes |  |  |  |  |  |
| e.g. lancets |  |  |  |  |  |
| e.g. Syphilis test |  |  |  |  |  |
| e.g. gloves |  |  |  |  |  |
| e.g.disinfectant |  |  |  |  |  |
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