



On-Hand Materials & Supplies Usage Log



Purpose

This form will record materials and supplies used to respond during an event. Applicant will need to track items taken from stock with inventory withdrawal and usage records.

Fields

- **Issuer:** Name of staff recording the inventory usage log information.
- **Event:** Name, number, or type of event will be entered, if known.
- **Applicant:** Name of entity, organization, or applicant will be entered.
- **Date:** Date the material or supply is used.
- **Time:** Time the material or supply is withdrawn or used.
- **Material Type:** Type of material being withdrawn or used.
- **Material Quantity:** Quantity of material being withdrawn or used.
- **Material Description:** Brief description of the material being withdrawn or used.
- **Receiver:** Person receiving the material or supply during the event.
- **Comment:** Any comments need to support eligibility of material and supply being withdrawn or used.





On-Hand Materials & Supplies Usage Log



Issuer: _____

Event: _____

Applicant: _____

DATE	TIME	MATERIAL TYPE	MATERIAL QUANTITY	MATERIAL DESCRIPTION	RECEIVER	COMMENT

