

TITLE OF SOP:			
Number of pages:		Procedure Number	
Prepared by:	Date:	Approved by:	Date:
Designation		Designation	

COMPLETING A STOCK CARD

Task	Completing the Stock Card A. Starting a new stock card B. Recording a transaction
Completed by	Storekeeper
Purpose	To track the number (quantity) of drugs in the stores area.
When to perform	Each time there is a transaction that affects the stock level of drugs.
Materials needed	Stock card, calculator, pencil and pens

A. Starting a new stock card

1.	Card Number: The official card number for the product given by the hospital or warehouse authorities	Leave blank if you do not know the number or there is no official hospital or warehouse registration.
2.	Item Code: an identification code for the product. Either the National Medical Stores code number or a hospital generated code number	Example: 24/8700 where all codes starting with 24 are for tablets
3.	Item Description and dosage form: The name/description and form of the drug, supply, contraceptive, stationary or other product.	Example: Cotrimoxazole tablets
4.	Special Conditions: If there are special storage requirements, write them here.	Example: Keep in refrigerator
5.	Strength/size: The strength or size of the particular drug. Items of different strength and size should have different stock cards.	<u>Examples:</u> Cotrimoxazole Junior (240mg) or Adult (480mg). Gloves (size 7 or size 8) syrup bottles (60mls or 100mls)
6.	AMC: Average Monthly Consumption. This is the quantity of the item consumed on average per month.	AMC should be calculated periodically (at least every 6 months). The AMC is useful in determining the maximum and minimum stock quantity.
8.	Unit of Issue: Write the individual basic dispensing unit for the drug.	This is the smallest unit that can be dispensed: bottle, capsule, ampoule, cycle, tablet, or vial.
9.	Reorder Level: The level below which new stock should be ordered to replenish.	$ROL = AMC \times \text{Re-order factor}$
10	MSL- Maximum stock level. This is the level that the item units in stock must not exceed, otherwise it is overstocked	$MSL = AMC \times \text{Maximum stock factor}$

Review Date:					
Date Reviewed:					
Signature:					

TITLE OF SOP:			
Number of pages:		Procedure Number	
Prepared by:	Date:	Approved by:	Date:
Designation		Designation	

B. Recording a Transaction

1.	Select the stock card: Select the stock card that matches the drug for the transaction you want to record	Each stock card tracks one type of drug.
2.	Date: Write in the date of the transaction	
3.	Issued To or From: Write in the location of where the product is coming from or is being sent.	If the transaction is a loss/adjustment, write "Loss" or "Adjustment". If the product is lost due to expiration, write "Expired". If the transaction is a physical count, see "Conducting a Physical Count" in Appendix 4.2 for further instructions.
4.	Voucher number: Write in the voucher number in the quantity out box if a voucher is used to receive items.	If the transaction does not require a voucher, leave this space blank. For example: <ul style="list-style-type: none"> ➤ If the transaction is a receipt or issue of supplies, a transaction record will be needed. This record number should be recorded in the space. ➤ If the transaction is a loss/adjustment or a physical count, there will not be a transaction record and this space will remain blank.
5.	Quantity received: Write in the quantity of the drug that is received.	Record in basic units of issue. If the product was not issued, leave the space blank.
6.	Quantity Out: Write in the quantity of the drug that is being issued.	Record in individual units of issue. If the product was not issued, leave the space blank.
7.	Balance on Hand: Calculate the stock balance	A. If drugs were received, add the quantity received to the previous stock balance B. If drugs were issued, subtract the quantity issued from the previous stock balance. C. If drugs were lost or adjusted, add or subtract the quantity from the previous stock balance.
8.	Remarks / Signature:	Additional comments about the transaction may be added in this column. The person filling the stock card also put his/her signature/initials in this column.
9.	Select the next appropriate action	You need to record another drug → to "B. Recording a Transaction", number 1 You need to start a new stock card → to "A. Starting a new Stock Card", number 1

The task of "Completing a Stock Card" is complete when:

- When all stock card header items are filled in,
- When the date received from/issued to is complete,
- When Quantity In or Quantity Out column is complete,
- When the Stock Balance on Hand has been calculated and recorded,
- When the individual, recording the transaction, writes in her or his initials.

Review Date:					
Date Reviewed:					
Signature:					