



Miemploya
Logo

MIEMPLOYA HR & BUSINESS SOLUTIONS

BIN CARD (STOCK MOVEMENT RECORD)

Date Opened: _____

Card No: _____

A. ITEM & LOCATION DETAILS

- | | |
|---------------------------------------|---------------------------|
| 1. Business Name: _____ | 2. Store/Warehouse: _____ |
| 3. Bin Location / Rack / Shelf: _____ | 4. Stock Keeper: _____ |
| 5. Item Code: _____ | 6. Category: _____ |
| 7. Item Description: _____ | |
| 8. Unit of Issue: _____ | 9. Reorder Level: _____ |
| 10. Min Level: _____ | 11. Max Level: _____ |

B. BIN CARD MOVEMENT TABLE (QUANTITY RECORD)

| Date | Reference No | Particulars (Received From / Issued To) | Qty Received | Qty Issued | Balance | Verified By (Name/Sign) | Remarks |
|------|--------------|---|--------------|------------|---------|-------------------------|---------|
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Notes: Update balance after every transaction. Attach GRN/SRN/Transfer reference for audit trail.