

# Inventory Card Checklist

- Item Name is clearly written
- Unique Item Code is assigned
- Category is selected
- Quantity is recorded
- Unit of Measurement is specified (e.g., pcs, kg, box)
- Location/Storage place is identified
- Supplier information is included
- Purchase Date is recorded
- Condition/Status is updated (New, Used, Damaged)
- Remarks/Notes section is filled if necessary