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| **庫存管理明細表** | | | | | | | | | | | |
| **填寫日期\*：** | | | | | | | | | | | |
| **表單填寫人\*** | |  | | | **盤點負責人\*** | | |  | | | |
| **倉庫名稱\*** | |  | | | | | | | | | |
| **序號** | **產品**  **名稱** | **型號** | **初期**  **庫存** | **入庫**  **數量** | | **出庫**  **數量** | **期末**  **庫存** | | **安全**  **庫存** | **庫存**  **狀態** | **備註** |
| **1.** |  |  |  |  | |  |  | |  |  |  |
| **2.** |  |  |  |  | |  |  | |  |  |  |
| **3.** |  |  |  |  | |  |  | |  |  |  |
| **4.** |  |  |  |  | |  |  | |  |  |  |
| **5.** |  |  |  |  | |  |  | |  |  |  |
| **６** |  |  |  |  | |  |  | |  |  |  |
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| **８** |  |  |  |  | |  |  | |  |  |  |

【備註事項】

1. 此單紅色星號為必填欄位，請務必照實填寫。
2. 此單請申請人填完後，請簽名，並交由申請人主管核准簽名，最後再交倉庫管理主管簽名，即完成表單申請。

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| 倉庫管理單位主管： | 申請人主管： | 表單申請人： |