

MEDICAL OFFICE INVENTORY

Facility ID: #MD-8820 | Supply Control Log

Date: _____
Inspector: _____

ITEM DESCRIPTION / SPECIFICATION	SKU/REF	MIN QTY	ON HAND	UNIT	LAST REORDER DATE	NOTES / EXPIRY
1.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)						
Nitrile Exam Gloves (Medium, Powder-Free)	G-4402	10		Box/100		
Nitrile Exam Gloves (Large, Powder-Free)	G-4403	10		Box/100		
Level 3 Surgical Face Masks	M-9910	5		Box/50		
Disposable Isolation Gowns (Fluid Resistant)	GWN-22	20		Each		
2.0 CLINICAL & DIAGNOSTIC SUPPLIES						
Alcohol Prep Pads (70% Isopropyl)	ALC-10	4		Box/200		
Sterile Gauze Pads (4" x 4")	GZ-44	6		Box/50		
Vacutainer Tubes (SST - Tiger Top)	VT-88	2		Tray/100		Check Expiry

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Safety Scalpels #11	SC-11	1		Box/10		
3.0 INJECTABLES & VACCINES						
Lidocaine 1% (Multi-dose Vial)	LIDO-01	5		Vial		Refrigerate
Normal Saline 0.9% (10mL Flush)	NS-10	30		Prefilled		
4.0 SANITATION & STERILIZATION						
Surface Disinfectant Wipes (CaviWipes)	SAN-50	12		Canister		
Autoclave Indicator Tape	STER-02	2		Roll		
Biohazard Disposal Bags (10 Gallon)	BIO-10	2		Roll/50		

Instructions: Conduct physical count weekly. Items falling below "Min Qty" must be highlighted for immediate procurement. Check expiration dates for all sterile items and vacutainers monthly.