
	<b>RESOURCE LIBRARY</b> <b>Inventory – Receiving – Cost Control</b> <b>Bin Card</b>	<b>CODE:</b> 05.02.002
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## PURPOSE 目的

The Bin Card is a small index card that is affixed to the shelving reserved for storeroom items. The quantity of items put on or taken off the shelves is noted on the Bin Card. The Storekeeper/Manager can quickly verify the available amount by comparing a physical inspection with the quantity indicated on the Bin Card. Incorporating a Bin Card system with physical and perpetual inventory procedures provides a very tight inventory control system. 存货卡片是小的索引卡用来贴在库存物品的货架上。从货架上放置和取走的物品数量要在存货卡片上注释。仓管员可以很快的核实可用的数量通过比较实际清点和存货卡片上表明的数量。同时使用存货卡片系统和实际及永续盘存流程可以提供一个非常严密的库存控制系统。

## POLICY 程序

- The Storekeeper must completely fill up Bin Card for every items transferred in or out in the storeroom. The following information must be indicated on the Bin Card:  
仓管员必须为每一个物品的转移入库或者出库填写存货卡片。下列信息必须在存货卡片上体现：
  - Bin Number  
卡片序号
  - Items Name  
物品名称
  - Items specification  
物品规格
  - Date  
日期
  - Purchase Record  
采购记录
  - Perpetual Inventory & Issue Record  
永续库存及发放记录
  - Close Inventory  
期末库存
  - Signature  
签字
- Upon receiving or issuing items, the Storekeeper will fill up the Bin Card based on the requirement stated above. The new Card should be used for new items.  
当收货或者发货的时候，仓管员应该按照上述要求填写存货卡片。新物品要使用新的卡片。
- The “Bin Number”, “Items Name”, “Items Specification” are pre-determined.  
“卡片编号”，“物品名称”和“物品规格”要事先确定。
- The “Date” is the receiving or issuing date.  
“日期”是指收到货物或者发货的日期。
- “Purchasing record” can be filled up based on the “Receiving Record”.  
“采购记录”可以根据“收货记录”填写。

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- Upon receiving the items, the received quantity should be filled on the “purchase” column to indicate the actual quantity received.  
当收货时，收到的数量应该在“采购”栏填写来标明实际收到的数量。
- The “available” is the total of “Original Inventory” and “Purchase”.  
“可用数量”是“原始库存”和“采购”的总数。
- Upon issuing items, the actual quantity of items issued to respective department should be recorded in the “issues” column.  
当发放物品时，实际发放到相应部门的数量应该记录在“发放”栏。

The “close inventory” is calculated based on the following formula:  
“期末库存”按照下列公式计算：

Last Close Inventory/Original Inventory  
上期期末库存/原始库存

Plus: Current Purchase In

加：当期采购入库

Minus: Current Issue Out

减：当期发放出库

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Balance Close Inventory

余额期末库存

- The Storekeeper should physical count the items frequently to ensure that the physical quantity agree with the “Close inventory” recorded on the Bin Card. Any discrepancy should be investigated immediately.  
仓管员应该经常实际清点库存物品来确保实际数量和存货卡片上记录的“期末库存”相符。任何差异必须立即调查。
- The Storekeeper should record the month end inventory quantity for every item on the Bin Card for the purpose of items monthly consumption analysis.  
仓管员应该在存货卡片上记录每一个物品的每月月末存货数量，为了月度消耗分析使用。
- The Cost Controller has to random check the record on the Bin Card and compare it to the physical quantity of items periodically to ensure that the storekeeper are following the instruction. Also this will be checked at the end of the month when conducting the month end inventory taken. Any discrepancy should be investigated and reported immediately.  
成本控制应该周期性地随机抽查存货卡片，将其跟实际库存数量比对，确保仓管员有遵循此规定。并且在月底盘点时也要检查。任何差异应该立即调查并且汇报。