or class of goods and should be ruled to show the quantities received, quantities disbursed and balance in stock. While in some cases there may be reasons why the stock-keeper should not know the cost of goods, it is usually advisable to include prices in these records.

ROUCH

C

Another stock card which is especially adatped to the needs of a manufacturing be followed, i.e., some one should be made plant, and in which eastings or other parts responsible for the stock and no one else are received in the rough and afterward should have authority to go to the stockfinished is shown in Form 2. It will be room and help themselves. The stock noted that on one side of this card is combined a record of rough stores, a record For all ordinary stocks of goods and for of finished stores and a record of the parts Even in a retail store some one person

STOCK CARD

PARTS USED

In any business, this same rule should only on receipt of properly signed orders. factories especially, the card shown in used and for what purpose or on what should have charge of the reserve stock Form 1 will answer the requirements. It other number they have been used. This while the stocks on the shelves should be

No.					. ,	
Size						
Cest						
Sell						
Date	R	ece	ei	ve	ed	

Form 4

will be noticed that one eard is used for form possesses some features, the value of each article in stock and these cards are which will be recognized by any manufac-

neither are those without responsibility in as a substitute for an actual physical inthe matter likely to pay much attention to ventory. While it is assumed that the resuch records. Unless someone is made cords will be correctly kept, it is true that responsible both for the stock itself and errors will creep in and these can be dethe recording of that stock, the system tected only by a frequent check. It is not will be of little value. In manufacturing necessary, however, to take an actual inand jobbing houses it has long since been ventory of every item in stock to check demonstrated that the saving through the the records, since our records are made up

looked after by one clerk in each department. When we say that goods should be placed in charge of a stock-keeper, we do not necessarily mean that a person must be employed for that purpose only for the duties may be assumed by some other employe, but the main thing is to know that someone is making it a part of his business to maintain the inventory system.

We have already referred to the fact Stock records will not keep themselves, that a stock record system is not intended proper care of the stock is much greater of a system of units, there is nothing to pre-

	Article Style			Dote	Rec'd	40	Discount				
	Purchased From				TiTy	Net	Net		Net Cost		
0	Stock No			Sell		Frt	Fet		Each		
	Sizes Number		H	F	Chair Million						
	Date	Sn es		No	Soles	Total Cost	Gross Profit	Prof.	On Hand		
	-		Ħ	+				\pm			

than the salary of a competent stockkeeper, vent our checking one or more units at a ing the amount below the high limit, the Most manufacturing establishments, where time. In other words, instead of counting any attention is paid to system, place their the entire stock we can count certain section If, by chance, the stock reaches stores in charge of one man, holding him or certain items. responsible for its proper storage and for a One method which has been used succeived, the black tab will be replaced with proper record of its disposition. Under no cessfully is to divide the stock into 26 seca red tab or signal placed over the word circumstances does he allow supplies of any tions, one for each day of the month, sep-The manager or purchasing agent character to leave the storeroom without first arating these sections in the file by a speby merely glancing over the files once a day receiving a requisition or order signed by cial guide card. Each day the items inwill at once have his attention called to some one in authority. From these requisculated in the corresponding section are the items which need looking after by the items on the stores records.

Another method which, in some cases

filed between guide cards on which are turer having need for such records. written the indexes separating the different classes of material. The cards of a given class are arranged according to the name of the article, the size of the stock number, as may best meet the requirements of

Referring to the form on the card, across the top we find the name of the article, the size or kind, the location (meaning its location in the storeroom), and at the extreme right, three spaces for high, normal and low limits. For every item in stock, it is advisable to establish a limit above which the stock should not be allowed to go without being given special attention; also a low limit which may also be termed "the danger limit." Between these two will be the normal quantity of stock.

By merely watching these limits, when goods are taken from the storeroom, the stock-keeper can keep in pretty close touch with the general condition of the stock, but the use of movable metal markers tabs in connection with the card will automatically indicate when an item reaches the danger limit, be it either high or low. When the stock reaches the high limit, a black tab will be placed over the word "high." If this stock moves rapidly, bringtab will be moved along to the word "northe low limit before a new supply is reposition of these tabs.