

Addendum: Sample Stock Request Quarterly Review Form Instructions

Form set-up is to be performed by the assigned inventory control specialist/manager, upon completion of processing the initial stock request. Enter each part number as shown on the original stock request form (1). Add notes beneath each part number, if appropriate (2). For each item, transcribe the first three months' forecast to this form (4). Both forms are then to be filed in such a method that they can be retrieved for four sequential reviews, every three months after initial implementation of the speculative stocking plans.

For each quarterly review (3):

Step 1: By the assigned inventory control specialist/manager. Enter the most recent three months' unit sales and number of orders (5).

Step 2: By the assigned inventory control specialist/manager and requester, meeting together. Compare originally forecasted usage (4) with actual usage (5) for the most recent three-month period. Determine and enter a re-forecasted usage for the next three-month period (4). Review the original stock plan, as shown on the stock request form, and enter a revised (or existing, as appropriate) stocking plan (6). Add meeting notes, if appropriate (7). Upon completion of the review (and implementing any changes to the previously existing stocking plan), both parties sign the document (8, 9).

Repeat steps 1 and 2 for each quarterly review.

Stock Request Quarterly Review Form										
P/N1: 1	Review Period	Forecasted 3 Month Usage		Actual 3 Month Usage		Revised Inventory Stock Plan Parameters				
Notes 2		Original	Revised	Quantity	# of Orders	Purch. Class	Method	MIN/OP	MAX/OQ	SSD
	1st 3 mths 3									
	2nd 3 mths 4									
	3rd 3 mths 5									
	4th 3 mths 6									
P/N2:	Review Period	Forecasted 3 Month Usage		Actual 3 Month Usage		Revised Inventory Stock Plan Parameters				
Notes		Original	Revised	Quantity	# of Orders	Purch. Class	Method	MIN/OP	MAX/OQ	SSD
	1st 3 mths									
	2nd 3 mths									
	3rd 3 mths									
	4th 3 mths									
P/N3:	Review Period	Forecasted 3 Month Usage		Actual 3 Month Usage		Revised Inventory Stock Plan Parameters				
Notes		Original	Revised	Quantity	# of Orders	Purch. Class	Method	MIN/OP	MAX/OQ	SSD
	1st 3 mths									
	2nd 3 mths									
	3rd 3 mths									
	4th 3 mths									
P/N4:	Review Period	Forecasted 3 Month Usage		Actual 3 Month Usage		Revised Inventory Stock Plan Parameters				
Notes		Original	Revised	Quantity	# of Orders	Purch. Class	Method	MIN/OP	MAX/OQ	SSD
	1st 3 mths									
	2nd 3 mths									
	3rd 3 mths									
	4th 3 mths									
P/N5:	Review Period	Forecasted 3 Month Usage		Actual 3 Month Usage		Revised Inventory Stock Plan Parameters				
Notes		Original	Revised	Quantity	# of Orders	Purch. Class	Method	MIN/OP	MAX/OQ	SSD
	1st 3 mths									
	2nd 3 mths									
	3rd 3 mths									
	4th 3 mths									
1st Quarterly Review 8 Reviewed by (signature)	Date	Requester (Signature) 9	Notes 7							
2nd Quarterly Review Reviewed by (signature)	Date	Requester (Signature)	Notes							
3rd Quarterly Review Reviewed by (signature)	Date	Requester (Signature)	Notes							
4th Quarterly Review Reviewed by (signature)	Date	Requester (Signature)	Notes							

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