



CENTRAL PHILIPPINE UNIVERSITY
College of Agriculture, Resources, and Environmental Sciences
Jaro, Iloilo City, Philippines 5000

MONTHLY LABORATORY INVENTORY & STATUS SUMMARY

Reporting Period: _____, 20

Laboratory Section: ☐ College Laboratory ☐ R&D Center Laboratory

1. Reagent and Consumable Tracking

Use this section to monitor stocks that require reordering.

Item/ Description	Unit (Bottle/ Bag)	Starting Balance	Quantity Used	Remaining Stocks	Status (Critical/ Ok)

** Use another sheet if needed*

2. Equipment Status and Maintenance

Summary of the operational health of major laboratory machinery.

[illegible]

* Use another sheet if needed

3. Breakage and Loss Reconciliation

Aggregated data from the "Equipment Incident and Breakage Reports" filed during the month.

Total Number of Incidents: _____

Total Estimated Value of Damage: ₱ _____

Settlement Status:

Items Replaced: _____

Payments Remitted to Business Office: ₱ _____

Pending Settlements: _____

4. Summary of Laboratory Utilization

Total Classes Hosted: _____

Total Research Students Accommodated: _____

Safety Incidents / Injuries: [☐] None [☐] Reported (See Attached)

5. Recommendations for Procurement

(List items that need to be included in the next purchase requisition based on current depletion rates or upcoming research needs.)

1. _____
 2. _____
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VI. Certification

Prepared By: _____ Date: _____
(Laboratory Technician)

Verified By: _____ Date: _____
(Laboratory Manager)

Approved By: _____ Date: _____
(Dean, CARES)