Material issue slip

Record one item released from one yard. Enter the quantity in its stock unit.

01 Record identification

Issue reference
ISS-001

Issue date
10 Mar 2026

Yard / location
Juniper Training Yard

Item code (SKU)
M-PLY

Material description
Plywood panel

Stock unit
sheet

02 Issue details

Issued to / destination
Practice workbench

Purpose / work reference
Panel cutting exercise

Full stock size, with units
8 ft × 4 ft = 32 sq ft

Size released, with units
4 ft × 2 ft = 8 sq ft

Conversion / working
8 sq ft ÷ 32 sq ft per sheet = 0.25 sheet

Quantity issued (stock units)
0.25

03 Release and acceptance

Released by
Trainee A

Received by
Trainee B

Recording note

For sheet material, divide the area released by the area of one full sheet.
Use the same area unit for both measurements. Enter the issue as a positive quantity.

Material issue slip

Record one item released from one yard. Enter the quantity in its stock unit.

01 Record identification

Issue reference

Issue date

Yard / location

Item code (SKU)

Material description

Stock unit

02 Issue details

Issued to / destination

Purpose / work reference

Full stock size, with units

Size released, with units

Conversion / working

Quantity issued (stock units)

03 Release and acceptance

Released by

Received by

Recording note

For sheet material, divide the area released by the area of one full sheet.
Use the same area unit for both measurements. Enter the issue as a positive quantity.