

NON-CONSUMPTIVE ALCOHOL- INVENTORY CONTROL SHEET (Receiving & Distribution)

Maintain records for seven (7) years. Ensure accurate records of all ethanol received, used and/or disposed of in any manner whatsoever, and make the records available for inspection by officers of the Canada Revenue Agency or members of the Royal Canadian Mounted Police at any time during usual business hours. Ensure a Usage Code is assigned for each disbursement.

Department _____ Purchase Order No. _____ Date Received _____
 Supplier _____ Invoice No./Packing Slip _____ Drum Number _____
 Type of Alcohol _____ Quantity (litres) _____ Concentration _____

DISPERSEMENT: Track usage for each container separately – One or more sheets can be used as necessary – The total quantity shown on this inventory control sheet must equal the total quantity purchased. **Ensure a Usage Code is assigned for each disbursement.**

Date	Quantity	Running Total(s)	Req. No.	Usage Code (See chart below)	Print Name	Signature	Department

Date drum emptied (if applicable) _____ Total amount disbursed (in litres) _____

USAGE CODE:	e) preservation of animal parts	j) cancer tests	o) slide preparation
a) dehydrating body tissue	f) preservation of human body parts	k) dermatology (prep. of lotions)	p) compounding germicidal solutions
b) dehydrating body cells	g) used as solvents	l) blood stain preparation	q) other uses – specify
c) dehydrating plants	h) used as disinfectants	m) histology (study of tissue)	r) disposal in compliance with university requirements
d) staining solution	i) used in cytology	n) preparation of tinctures	

Signature

Print Name