ChecklistGuro

Dental Inventory Management Checklist: Supplies & Ordering

Show only Checklist

Display Style
Default

Initial Stock Levels

Assess current quantities of essential dental supplies and orderable items. Determine reorder points.

Current Quantity - Impression Materials

Enter a number...

Reorder Point - Nitrile Gloves

Enter a number...

Quantity on Hand - Amalgam Tabs

Enter a number...

Preferred Vendor - Restoratives

- [ ] Vendor A
- [ ] Vendor B
- [ ] Vendor C

Current Quantity - Handpieces

Enter a number...

Date of Last Inventory Count

Enter date...

Weekly Order Review

Review weekly usage reports and adjust order quantities accordingly. Identify slow-moving or expired items.

Handpiece Quantity Used (Week)

Enter a number...

Impression Materials Usage (g)

Enter a number...

Amalgam Capsule Usage (Capsules)

Enter a number...

Any Supply Shortages Noted?

- [ ] Yes
- [ ] No

Notes on Usage Trends or Concerns

Write something...

Materials Needing Prioritized Reordering

- [ ] Composite Resin
- [ ] Prophylactic Paste
- [ ] Endo Files
- [ ] Gloves

Date of Weekly Review

Enter date...

Order Placement & Tracking

Confirm accurate order placement with vendors, track shipments, and verify delivery.

Order Date

Enter date...

Order Number

Enter a number...

Vendor

- [ ] Henry Schein
- [ ] Burgeon Group
- [ ] McCormick Dental Supply
- [ ] Other

Shipping Method

- [ ] Standard
- [ ] Express
- [ ] Ground

Tracking Number

Enter a number...

Estimated Delivery Date

Enter date...

Order Notes

Write something...

Receiving & Inspection

Inspect received goods for accuracy, quality, and expiration dates. Document any discrepancies.

Quantity Received

Enter a number...

Order Accuracy

- [ ] Correct
- [ ] Incorrect

Product Condition

- [ ] Excellent
- [ ] Good
- [ ] Damaged

Receipt Date

Enter date...

Comments/Notes (e.g., damage details)

Write something...

Lot Number (if applicable)

Enter a number...

Expiration Date Verification

- [ ] Verified
- [ ] Not Verified

Storage & Organization

Maintain organized storage areas. Rotate stock (FIFO - First In, First Out). Ensure proper temperature and humidity.

Shelf Capacity (linear feet)

Enter a number...

Storage Conditions Met?

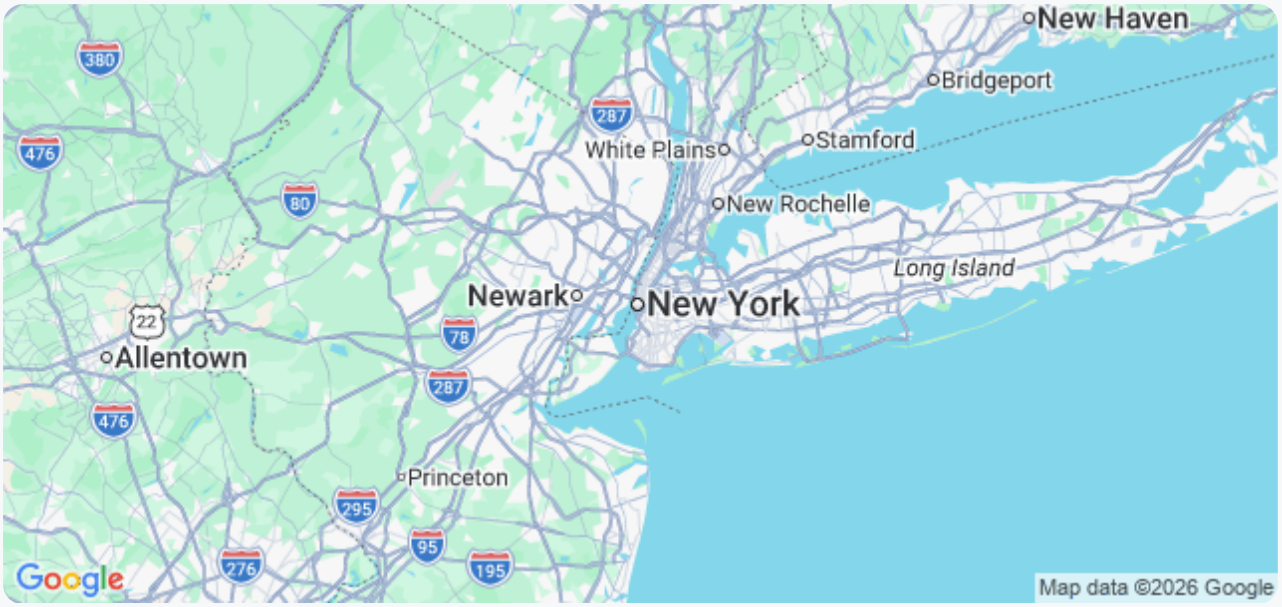
- [ ] Temperature Controlled
- [ ] Humidity Controlled
- [ ] Clean and Dry
- [ ] Secure from pests

Labeling System Description

Write something...

Emergency Supply Location

Set My Current Location



Organization Method Used?

- [ ] Categorized by Type
- [ ] Alphabetical Order
- [ ] FIFO (First In, First Out)
- [ ] By Frequency of Use

Notes on Storage Arrangement

Write something...

Expiration Date Monitoring

Regularly check expiration dates and remove expired items. Establish a system for tracking expiration dates.

Item Expiration Date

Enter date...

Action Taken (Expired)

- [ ] Removed from Inventory
- [ ] Returned to Vendor
- [ ] Used Immediately

Lot Number (if applicable)

Write something...

Quantity Expired

Enter a number...

Notes/Comments

Write something...

Date of Expiration Check

Enter date...

Vendor Management

Review vendor performance, pricing, and lead times. Maintain vendor contact information.

Primary Dental Supply Vendor

- [ ] Henry Schein
- [ ] Burgeon Group
- [ ] McConnell & Kennedy
- [ ] Ameridant
- [ ] Other

Vendor Account Number

Enter a number...

Vendor Contact Name

Write something...

Vendor Contact Phone Number

Write something...

Vendor Contact Email Address

Write something...

Last Price Negotiation Date

Enter date...

Vendor Performance Rating (1-5)

- [ ] 1 - Poor
- [ ] 2 - Fair
- [ ] 3 - Average
- [ ] 4 - Good
- [ ] 5 - Excellent

Notes on Vendor Relationship/Performance

Write something...

Inventory Adjustments & Reconciliation

Periodically reconcile physical inventory with recorded quantities. Investigate and document discrepancies.

Quantity Discrepancy (Positive/Negative)

Enter a number...

Reason for Adjustment (e.g., Damage, Theft, Clerical Error)

Write something...

Adjustment Type

- [ ] Addition
- [ ] Subtraction
- [ ] Correction

Adjustment Date

Enter date...

Adjustment Time

Enter time...

Detailed Explanation (Optional)

Write something...

Authorized Signature