

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

Reorder Point - Nitrile Gloves



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)

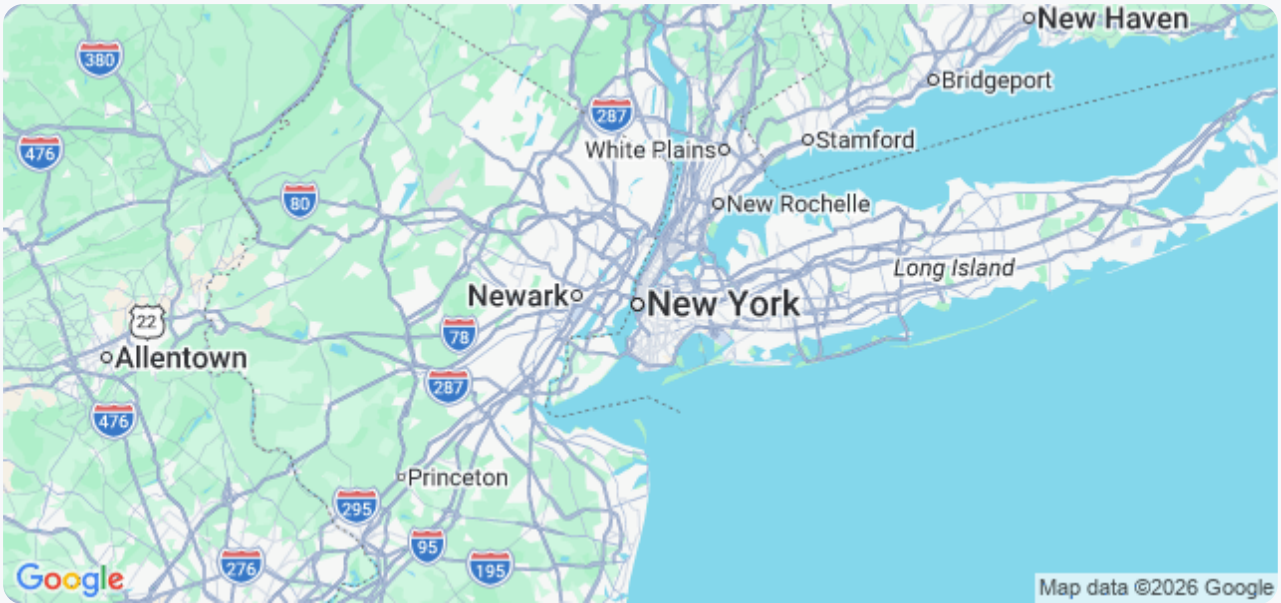
Storage Conditions Met?

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

Labeling System Description

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

Action Taken (Expired)

- Removed from Inventory
- Returned to Vendor
- Used Immediately

Lot Number (if applicable)

Quantity Expired

Notes/Comments

Date of Expiration Check

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

Vendor Contact Name

Vendor Contact Phone Number

Vendor Contact Email Address

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
