



Hospital Supply Chain Inventory Checklist Template

Initial Setup & Receiving

Verifies proper procedures for initial receipt and entry of inventory.

Receiving Date

Purchase Order Number

Receiving Method (e.g., Truck, Courier)

- ☐ Truck
- ☐ Courier
- ☐ Internal Transfer

Quantity Received

Condition Upon Arrival (e.g., Good, Damaged)

- ☐ Good