6S Retain Tag Log

Section/Unit/Dept: _____ **Room #:** _____ **Date:** _____

Team Members: _____

Tag #	Quantity	Description	Inventory #/Serial #	Final Location
1	*10*	*BOXES DISPOSABLE NITRILE GLOVES, SIZE MEDIUM*	*N/A*	*SUPPLY CLOSET RM 123*
2	*3*	*BOXES DISPOSABLE 10 ML PIPETTES*	*N/A*	*SUPPLY CLOSET RM 123*
3	*1*	*WATER BATH*	*9876543*	*ROOM 122*

Inventory

Last Updated: _____

By Whom: _____

Reorder Quantity	Acct. Charge	Catalog No.	Vendor	Vendor ID
15 BOXES		*XX-XXX-XX*	*ABC CO.* *515/XXX-XXXX*	
10 BOXES		*Y-YYY-YYYYY*	*XYZ CO.* *641/XXX-XXXX*	
1		*AAA-AAA-A*	*KLM* *319/XXX-XXXX*	