

Victorian School Chemical Stock Control Pack

Repeatable stock-card and stocktake sheets for recording receipt/issue of chemicals and reconciling physical stock with school records. The Finance Manual makes this stock-control method mandatory for Victorian government schools; other Victorian schools can use the same control under their own finance/OHS procedures.

Why this sheet exists

The current Victorian government-school Finance Manual requires chemical stock control to use secure storage for dangerous or bulk reserve supplies and stock cards that record chemical receipts and issues. Use this pack with the school's chemical register, SDS and finance records - it does not replace them.

Product / chemical	Manufacturer / supplier	Storage location	Chemwatch / register ref
Unit of measure	Opening balance	Stock card start date	Responsible person

1. Chemical stock card - receipt and issue record

Date	Transaction / ref	Qty received	Qty issued	Balance	Supplier / PO / docket	Issued to / area	Initials

Chemical Stocktake & Reconciliation

School / campus	Stocktake date	Storage area	Reviewer

2. Reconcile the record to physical stock

Product / ref	Recorded balance	Physical balance	Variance	Reason / investigation	Adjustment / action ref	Reviewer

☐ All receipts since the previous reconciliation are recorded.	☐ All issues/transfers/disposals are recorded or discrepancies investigated.
☐ Physical stock is stored in the recorded location.	☐ Unrecorded/new products are referred to the chemical-management process.
☐ Expired/unwanted stock is transferred to the appropriate disposal/action process.	☐ Material variance is escalated to the responsible manager and finance/OHS records adjusted as appropriate.

Official resources
WorkSafe Victoria - Safety data sheets
<https://www.worksafe.vic.gov.au/safety-data-sheets>
Department of Education - Finance Manual, Asset and Inventory Management (Victorian government schools)
<https://www2.education.vic.gov.au/pal/finance-manual/guidance/section-13-asset-and-inventory-management>