



AdvantagePlusCaregivers.com®

*We're all about the Care!*

## Supply, Inventory and Shopping List

CR Name: \_\_\_\_\_

Date	Product Description	# In Stock	# To Buy	✓

Date	Product Description	Debit	Credit	Balance

Date	Product Description	# In Stock	# To Buy	<input type="checkbox"/>
				<input checked="checked" type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Date	Product Description	Debit	Credit	Balance

**INSTRUCTIONS:**

- Use one sheet per week. Caregiver to complete this form.
- CR = Care Recipient CG = Caregiver
- Each week CG to take an inventory of standard home and health supplies using this form. Use the Supply List as the starting point for making this inventory, as it lists the customary supplies for this home and CR.
- **Description:** Write the name of the product including brand and other particulars.
- **# In Stock:** Count the remaining amount in the home and write the number here.
- **# To Buy:** Enter the amount of this product to purchase at the store.
- = Check off each item as you put it in the shopping basket in this last column. Do not cross out items on the list because it is important that the office be able to read the items later for quality control purposes.
- When completed, take this form with you to the store(s) and use as the shopping list.
- The other side of this list keeps track of the expenses.
- **Description:** Write the name of the product including brand and other particulars.
- Place the amount of each item in either the **Debit** or **Credit** line.
- Place the amount left over in the **Balance** line.
- Hired CGs: When shopping is completed, save this form and turn it in to the Agency along with the other forms pertaining to the CR.