

MDOT INVENTORY USAGE REPORT

INSTRUCTIONS: Submit completed form to the appropriate Michigan Department of Transportation facility per the Salt/Sand/Liquid Reporting Schedule. Contact your MDOT Maintenance Coordinator for assistance.

INVENTORY TRANSACTIONS: Report disbursements, transfers, and sales on separate forms. All fields must be completed for each item used. If more rows are needed, please complete additional form(s).

WINTER MATERIALS USAGE: This section replaces the MDOT Form 0476. If multiple copies of this form are used to report inventory transactions for the reporting period, please enter the total winter materials usage on page 1. Subsequent pages do not need this section completed. Enter the total of salt inventory transactions in the box titled "(B) Salt – Not Mixed". Total Salt equals the amount entered in "Sand/Salt Mixed - (A) Salt" plus "(B) Salt – Not Mixed".

INVENTORY TRANSACTIONS

Page ____ of ____

Check ONE box ONLY DISBURSEMENT TRANSFER SALE *Sales must complete billing address below

WAREHOUSE NUMBER		WAREHOUSE NAME				REPORTING PERIOD			
						FROM:		TO:	
REFERENCE DOC NUMBER (OPTIONAL)		Enter Complete Billing Address for SALE transactions, or Receiving Warehouse and Inventory Location for TRANSFERS							
STOCK ITEM NUMBER	STOCK ITEM SUFFIX	DESCRIPTION	INVENTORY LOCATION	QUANTITY	UNIT OF ISSUE	DEPT OBJECT	LOCATION (ROUTE)	ACTIVITY	OC DOC # (MDOT USE)

WINTER MATERIALS USAGE

SAND, SALT AND LIQUID USAGE TRACKING	SAND/SALT MIXED		(B) SALT - NOT MIXED (TONS) <small>(Total of all salt transactions above)</small>	TOTAL SALT (TONS) <small>(Add salt mixed (A) and salt not mixed (B) for total salt)</small>	DEICING LIQUID (GALLONS)
	SAND (TONS)	(A) SALT (TONS)			

COMPLETED BY	PHONE OR E-MAIL
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