**SAMPLE QUARTERLY PROGRAM-LEVEL INSTRUMENT INVENTORY TOOL**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| District | Complete sets available | | Complete sets required for full operation | | Sets needed from stock/procurement (‘sets required’ minus ‘sets available’) | | Individual instrument needs to complete additional sets\* |
|  | FG | DS | FG | DS | FG | DS |  |
| **Province 1** | | | | | | | |
| District 1 |  |  |  |  |  |  |  |
| Site A |  |  |  |  |  |  |  |
| Site B |  |  |  |  |  |  |  |
| Site C |  |  |  |  |  |  |  |
| District 2 |  |  |  |  |  |  |  |
| Site A |  |  |  |  |  |  |  |
| Site B |  |  |  |  |  |  |  |
| Site C |  |  |  |  |  |  |  |
| **Province 2** | | | | | | | |
| District 1 |  |  |  |  |  |  |  |
| Site A |  |  |  |  |  |  |  |
| Site B |  |  |  |  |  |  |  |
| Site C |  |  |  |  |  |  |  |
| District 2 |  |  |  |  |  |  |  |
| Site A |  |  |  |  |  |  |  |
| Site B |  |  |  |  |  |  |  |
| Site C |  |  |  |  |  |  |  |
| District 3 |  |  |  |  |  |  |  |
| Site A |  |  |  |  |  |  |  |
| Site B |  |  |  |  |  |  |  |
| Site C |  |  |  |  |  |  |  |
| District 4 |  |  |  |  |  |  |  |
| Site A |  |  |  |  |  |  |  |
| Site B |  |  |  |  |  |  |  |
| Site C |  |  |  |  |  |  |  |
| TOTALS |  |  |  |  |  |  |  |

\*Use if requesting a box of a single type of instrument rather than full sets – use only if very disproportionate quantities are in stock on site, e.g., no remaining scissors, but the rest of kit contents are in good supply