DATE	ITEM DESCRIPTION	QUANTITY	DEPARTMENT (medical, groom, board)	REASON (ex: waste, exam, etc.)	INITIALS	REMOVED FROM INVENTORY (HS, Y/N, date)
ex: 11/8/18	Hills Prescription Diet t/d Canine	1-5# bag	Hospital	Treats & Samples	JL	HS/Y 11/9/18