The stack card documents all quantities of commodity added to (received) or removed from (dispatched) the stack to which it is attached.

**Recommended procedures for the use of stack cards**

* + 1. If there is more than one stack for a single commodity/shipment/donor, number the individual stacks.
    2. Begin (“open”) a stack card when the stack is first constructed.
    3. Attach the stack card to its stack in a visible and accessible location.
    4. Record entries on the stack card in whole units (bags, cartons, drums, etc.). If necessary, record partial units by weight in kilograms.
    5. Update the stack card each time commodity is added to or removed from the stack.
    6. When the stack card is completely filled:
       1. Begin a new stack card, with a distinct yet related number. For example, if the original stack card is #8 (corresponding to Stack #8), the second stack card might be #8-b; a third stack card might be #8-c, etc.
       2. Transfer the commodity balance from the previous stack card to the first line of the new stack card.
       3. In the column titled “Waybill #”, write: “continued from previous stack card” for that entry.
    7. When the stack cards are periodically inspected–and compared to actual physical count of the commodity in the stack–the inspector should:
       1. Draw a red line below the last entry on the card.
       2. Sign his or her name below the line to verify that the balance is correct.
    8. File all stack cards for finished commodities. Balances should be “0”.

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| **Commodity Stack Card #:** | |  |  | |  | | **Shipment #:** | | | | |
| **Warehouse Name:** | | |  | |  | | **Commodity:** | | | | |
| **Unit type:** | |  | **Unit Weight:** | |  | | **BUBD:** | | | | |
| **Date** | **Waybill # (or reference #)** | | **Quantity Received** | | | **Quantity Dispatched** | | | **Balance** | | **Signature** |
| **Full Units** | **kg (of partial units)** | | **Full Units** | | **kg (of partial units)** | **Full Units** | **kg (of partial units)** |
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| **Continued on Stack Card #:** | | |  |  | | **Total Carried Forward:** | | |  |  |  |