|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **FECHA DE SOLICITUD A ALMACEN:** | |  | | **DEPENDENCIA:** |  | |
| **IDENTIFICACION DEL INSUMO** | | | | | | |
| **N°** | **Fecha de Recibido**  **DD/MM/AA** | | **Descripcion del Insumo**  **(Incluido Marca / Referencia)** | | **Fecha Inicio de Consumo** | **Fecha Final de Consumo** |
| 1 |  | |  | |  |  |
| 2 |  | |  | |  |  |
| 3 |  | |  | |  |  |
| 4 |  | |  | |  |  |
| 5 |  | |  | |  |  |
| 6 |  | |  | |  |  |
| 7 |  | |  | |  |  |
| 8 |  | |  | |  |  |
| 9 |  | |  | |  |  |
| 10 |  | |  | |  |  |

Nota: Los insumos pueden ser: Tóner, Cinta, Cartucho, Resma de Papel Carta, Resma de Papel Oficio.

|  |  |  |  |
| --- | --- | --- | --- |
| Firma Responsable control de insumos del Área: |  | Firma Jefe del Área: |  |
| Firma Responsable de Almacén de recepción del Informe: |  | Fecha de Entrega del Informe: |  |

**ANEXO 1.**

|  |
| --- |
| **CONTROL DE USO** |

|  |  |
| --- | --- |
| **INSUMO** |  |

|  |  |
| --- | --- |
| **Firma Jefe del Área** |  |

| **Fecha** | **Descripcion del Uso**  **(EJ: Fotocopias, Impresiones; Papel en Blanco, Etc.)** | **Cantidad** | **Impresora**  **(**Si Aplica**)** | **Dependencia Responsable del Consumo** | **Nombre del Responsable del Consumo** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Nota:** Las hojas de control de uso se repiten cuantas considere necesarias

**ANEXO 2.**

|  |
| --- |
| **RESUMEN CONTROL DE USO** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Fecha** |  | **Mes** |  |

| **Insumo** | **Descripcion del Uso**  **(EJ: Fotocopias, Impresiones; Papel en Blanco, Etc.)** | **Cantidad** | **Impresora**  **(**Si Aplica**)** | **Dependencia o Divisiones Responsable del Consumo** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Nota:** El Resumen es el totalizado del mes.

|  |  |
| --- | --- |
| **Firma Jefe del Área:** |  |