

INVENTORY DISCREPANCY ADJUSTMENT DOCUMENT

Document No: INV-ADJ-2024-001

Date Issued: 2024-06-15

Location: Warehouse A

Department: Logistics

Details of Discrepancy

Item Code	Description	Recorded Qty	Counted Qty	Discrepancy	Adjustment	Remarks
PRD-1024	Widget Medium	500	497	-3	Minus 3 Units	Shortage confirmed
PRD-2048	Gadget Large	320	325	+5	Plus 5 Units	Overage found
PRD-3092	Component X	1500	1500	0	No Adjustment	-

Reason for Adjustment

Upon conducting a physical inventory check on 2024-06-13, discrepancies were identified in quantities for certain items. The shortage and overage have been reviewed and confirmed by the inventory team. Errors may have resulted from previous data entry or handling issues.

Approval & Confirmation

Prepared by
Name & Signature

Reviewed by
Name & Signature

Approved by
Name & Signature

Important Notes

- This document must be completed and approved prior to making any inventory adjustments in the system.
- Supporting evidence for discrepancies (e.g., count sheets, photographs) should be attached where applicable.
- All adjustments are to be reviewed and authorized by at least two personnel.
- File and retain this document for auditing and compliance purposes.

