

Inventory Verification Sheet

Barcode Scanning Format

Date of Verification: _____

Location / Warehouse: _____

Verified By: _____

Department / Section: _____

#	Barcode	Item Description	Unit	Recorded Qty	Scanned Qty	Variance	Remarks
1	1234567890123	Sample Item A	pcs	100	98	-2	Missing 2
2	2345678901234	Sample Item B	box	50	50	0	OK
3	3456789012345	Sample Item C	kg	75	76	+1	Over by 1

Notes/Discrepancies:

Signatures:

Verified By:	_____	Date:	_____
Reviewed By:	_____	Date:	_____
Approved By:	_____	Date:	_____

Important Notes:

- Ensure all items are scanned directly from their barcodes for accurate data capture.
- Any discrepancies found during verification must be reported and investigated.
- This document should be securely filed for future audit and compliance reference.
- The verification sheet must be signed and dated by responsible parties.