Inventory Verification Sheet
Batch-wise Record Format

Department/Location: _____

Date: _____

Verified by: _____

Designation: _____

Sr. No.	Item Description	Batch No.	Opening Stock	Received (Qty)	Issued/Used (Qty)	Closing Stock	Physical Stock	Remarks
1	Example Item A	B1234	100	50	80	70	70	
2	Example Item B	B5678	200	0	20	180	180	

Remarks:

_____

Signature of Verifier: _____

Date: _____

Important Notes

- This sheet must be filled out accurately for each inventory batch at the time of verification.
- Entries should be verified physically and discrepancies, if any, must be mentioned in the remarks column.
- Maintain batch records for traceability and audit purposes.
- Unauthorized corrections or overwriting are not allowed; use proper correction methods if needed.
- Keep this document filed as per the inventory management policy.