

Inventory Verification Sheet

Department-wise Segregation Format

Department:		Date:	
Location:		Inventory Period:	

Sl. No.	Item Code/ID	Item Description	Unit	Quantity as per Records	Physical Quantity	Variance	Remarks
1							
2							
3							

Verified By

Department Head

Inventory Team

Important Notes:

- Ensure all discrepancies (variance) are properly investigated and explained under remarks.
- This sheet should be maintained department-wise for better traceability and control.
- Physical verification must be carried out in the presence of both the Inventory Team and concerned department representative.
- All inventories must be segregated and recorded as per their unique identification codes/IDs.
- Signatures in the respective fields are mandatory for validation of the verification.