

Inventory Verification Sheet

Digital Entry Format (Sample)

Sheet Name: Inventory Verification - Q2-2024
Date: 2024-06-15
Location: Main Warehouse
Verified By: Jane Doe

Item Code	Item Description	Unit	Quantity (System)	Quantity (Physical)	Difference	Remarks	Verified By
ITM-0012	Wireless Mouse	pcs	150	148	-2	2 damaged - removed	John Smith
ITM-0045	Keyboard	pcs	200	200	0		John Smith
ITM-0090	USB-C Adapter	pcs	75	74	-1	Lost in transit	Jane Doe
ITM-0105	Laptop Sleeve	pcs	120	122	+2	Unrecorded returns	Jane Doe

Important Notes:

- This sheet is formatted for digital data entry (Excel/Spreadsheet) and should be updated in real-time during verification.
- All discrepancies must be investigated and remarks provided for each difference.
- Ensure accurate recording of both system and physical counts for audit compliance.
- The responsible verifier must sign off or initial each entry for accountability.
- Backup digital copies and restrict editing access to authorized personnel only.