

Inventory Verification Sheet

Itemized Checklist

Date _____ Department/Location _____
Conducted By _____ Supervisor _____

#	Item Description	Item Code / SKU	Unit	Quantity Recorded	Quantity Counted	Condition	Remarks
1	Example Item 1	ITEM001	pcs	100	100	Good	
2	Example Item 2	ITEM002	box	25	24	Good	1 Missing
3	Example Item 3	ITEM003	set	10	10	Damaged	Replace soon

Signature (Inventory Staff)

Signature (Supervisor)

Important Notes

- This sheet should be completed during every inventory verification or audit session.
- Ensure discrepancies between recorded and counted quantities are documented and investigated.
- All items must be physically checked and conditions noted accurately.
- Signatures are required to validate the inventory check.
- Keep this document filed for future audits or reference.