

Inventory Verification Sheet

Location-wise Audit Format

Location: _____

Department: _____

Date of Audit: _____

Auditor(s): _____

Supervisor: _____

Stock Period: _____

#	Item Description	Item Code	UOM	Book Stock	Physical Stock	Variation	Remarks
1							
2							
3							
4							

Verified By: _____

Date: _____

Approved By: _____

Date: _____

Important Notes:

- Ensure that physical verification is done without prior intimation to staff handling inventory.
- All discrepancies between book stock and physical stock must be investigated and justified in the Remarks column.
- Signatures of the verifying and approving authorities are mandatory for audit closure.
- This sheet should be retained as an official audit record as per company policy.
- Auditors must take extra care to count all items, including slow-moving and obsolete stock.