

Inventory Verification Sheet

Serial Number Tracking Format

Department/Location: _____

Date of Verification: _____

Verified by: _____

#	Item Description	Item Code	Serial Number	Quantity	Physical Location	Status	Remarks
1	Laptop Dell XPS 13	DXPS13-2024	SN123456789	1	IT Office	Present	-
2	Barcode Scanner	BCS-2201	SN99887766	2	Warehouse	Present	-
3	Printer HP LaserJet	HPLJ-3050	SN55443322	1	Admin Desk	Missing	Reported lost

Remarks / Observations:

Verified By (Name & Signature): _____

Date: _____

Important Notes:

- This sheet must be filled out during every inventory verification exercise.
- Record each item's unique serial number accurately to ensure traceability.
- Investigate and report any discrepancies or missing serial-numbered items immediately.
- Keep this document secure as an official record for audits and compliance.
- Ensure signatures and dates are completed by authorized personnel only.