

Inventory Verification Sheet

Department: _____ Date: _____
Verified by: _____

#	Item Description	Item Code	Unit	Quantity in System	Physical Count	Variance	Remarks
1	HP Laser Printer 1020	EQ-PR-1020	pcs	12	12	0	Good condition
2	Office Chair (Ergonomic)	FUR-CH-2054	pcs	25	24	-1	1 under repair
3	Cisco Network Switch 24PT	NW-SW-24PT	pcs	6	6	0	-
4	Dell Laptop Latitude 5400	LAP-D5400	pcs	18	18	0	-
5	Stationery Set	OFF-ST-0005	sets	50	49	-1	1 set used

Important Notes:

- Verify all items physically present against system records before completing the sheet.
- Note any variances clearly and provide accurate remarks for discrepancies.
- This sheet should be reviewed and signed by the inventory verifier and department head.
- Keep this document for audit and record-keeping purposes.
- Update system records immediately if any corrections are necessary.