

# Inventory Verification Sheet

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Conducted by: \_\_\_\_\_

Department: \_\_\_\_\_

Reference No.: \_\_\_\_\_

## Summary of Inventory

Item Code	Item Description	Unit	Book Stock	Physical Count	Verified By
INV-101	Sample Item A	pcs	120	120	_____
INV-102	Sample Item B	pcs	150	145	_____
INV-103	Sample Item C	box	20	21	_____

## Discrepancy Report

Item Code	Item Description	Book Stock	Physical Count	Discrepancy	Remarks
INV-102	Sample Item B	150	145	-5	To be investigated
INV-103	Sample Item C	20	21	+1	Verified, excess found

Prepared by: \_\_\_\_\_

Checked by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

### Important Notes:

- This sheet should be filled and verified by authorized personnel only.
- Any discrepancies must be investigated and reported to management promptly.
- Supporting documents and explanations should be attached for significant variances.
- Maintain proper records for future auditing and compliance.
- Ensure signatures for accountability and approval.