

# Inventory Reconciliation Checklist

Date:

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Location / Warehouse:

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Conducted by:

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Supervisor:

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## Inventory Items

#	Item Name / Description	SKU / Item Code	Unit	Book Quantity	Counted Quantity	Variance	Remarks
1							
2							
3							
4							
5							

## Checklist

- 1. All stock physically counted?
- 2. Variance investigated and explained?
- 3. Discrepancies reported to supervisor?
- 4. Damaged/obsolete stock identified?
- 5. Inventory record updated post-count?

## Sign-Off

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Counted by

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Verified by

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Date

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