

Inventory Reconciliation Checklist

Date:

Location / Warehouse:

Conducted by:

Supervisor:

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

Counted by

Verified by

Date