# Inventory Audit Sheet

**Purpose:** This document is used during stock audits to help compare physical inventory with system records and identify any discrepancies. It enables effective monitoring and control over stock levels to ensure accuracy and accountability in logistics operations.

## Audit Information

**Audit Date:** {auditDate}

**Audited By:** {auditorName}

**Warehouse/Location:** {location}

## Inventory Summary

**Total Items Reviewed:** {totalItems}

**Total Discrepancies Found:** {totalDiscrepancies}

{#notes}

**Additional Notes:**

* {note}

{/notes}

## Item Audit Table

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item Code** | **Item Name** | **System Quantity** | **Physical Quantity** | **Discrepancy** | **Remarks** |
| {#items}{itemCode} | {itemName} | {systemQty} | {physicalQty} | {discrepancy} | {remarks}{/items} |

## Auditor Comments

{auditorComments}

{#requiresFollowUp}

**Follow-up Action Required:** Yes

**Details:** {followUpDetails}

{/requiresFollowUp}

{^requiresFollowUp}

**Follow-up Action Required:** No

{/requiresFollowUp}

## Signatures

**Auditor Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** {auditDate}