# Stock Adjustment Form

**Purpose:** This form is used to document and authorize any adjustments made to inventory quantities due to damage, loss, theft, or administrative errors. Accurate recording of such transactions ensures inventory integrity and accountability.

## Adjustment Details

**Adjustment Date:** {adjustmentDate}

**Warehouse/Location:** {location}

**Authorized By:** {authorizedBy}

**Reference Number:** {referenceNumber}

## Items Affected

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item Code** | **Item Name** | **Previous Quantity** | **Adjusted Quantity** | **New Quantity** | **Reason** |
| {#items}{itemCode} | {itemName} | {previousQty} | {adjustedQty} | {newQty} | {reason}{/items} |

## Reason Category

{#reasonCategory}

* {category}

{/reasonCategory}

## Additional Notes

*{additionalNotes}*

## Attachments

{#$ attachments.length == 0}No attachments provided.{/}

{#$ attachments.length}The following documents are attached for reference:{/}

{#attachments}

* {fileName}

{/attachments}

## Acknowledgment

**Prepared By:** {preparedBy}
**Date:** {preparedDate}

**Checked By:** {checkedBy}
**Date:** {checkedDate}

**Approved By:** {approvedBy}
**Date:** {approvedDate}