

Stock Discrepancy Investigation Report

Report Date:

Location / Warehouse:

Reported By:

Reference Document (if any):

1. Description of Discrepancy

2. Stock Item(s) Details

SKU / Item Code	Description	Unit	Expected Qty	Actual Qty	Difference

3. Investigation Details

4. Root Cause Analysis

5. Corrective Actions

6. Preventive Actions / Recommendations

Prepared By

Reviewed By

Approved By