

# Inventory Discrepancy Report

Report ID: \_\_\_\_\_

Date: \_\_\_\_\_

Prepared By: \_\_\_\_\_

Department/Location: \_\_\_\_\_

## Discrepancy Details

Item Code	Description	Recorded Qty	Actual Qty	Difference	Unit	Comments

Discrepancy Reason /

Notes:

Reported By: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_