

Excess & Obsolete Inventory Evaluation Sheet

General Information

Evaluation Date		Location	
Department		Prepared by	

Inventory Listing

#	Item Code	Description	Category	Qty on Hand	UOM	Unit Cost	Total Value	Status (Excess/Obsolete)	Reason

Remarks / Recommendations

Prepared by:

Date: _____

Reviewed by:

Date: _____

Approved by:

Date: _____