

# 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: \_\_\_\_\_