

**REPORT ON THE PHYSICAL COUNT OF INVENTORIES**

\_\_\_\_\_  
*(Type of Inventory)*  
As of \_\_\_\_\_

For which \_\_\_\_\_  
*(Name of Accountable Officer)*

\_\_\_\_\_  
*(Official Designation)*

\_\_\_\_\_  
*(LGU)*

\_\_\_\_\_  
*(Date of Assumption)*

ARTICLE	DESCRIPTION	STOCK NUMBER	UNIT OF MEASURE	UNIT VALUE	BALANCE PER CARD (Quantity)	ON HAND PER COUNT (Quantity)	SHORTAGE/OVERAGE		REMARKS
							Quantity	Value	

PREPARED AND SUBMITTED BY:

APPROVED BY:

\_\_\_\_\_  
NAME AND POSITION

\_\_\_\_\_  
DEPARTMENT HEAD