



INVENTORY COUNT SHEET

Count Sheet Number:

DATE OF PHYSICAL COUNT:

OFFICE :

UNFPA COL40

Count	ITEM	Item description	PO Reference	Location of this stock item (if more than one warehouse)	Unit of Measure	7	8	9	10	11	12	Difference 'Quantity in Shipment Tracker' and 'Total Counted'	NOTES (include reason for the difference between 'Quantity in Shipment Tracker' and 'Total Counted')
						Quantity in Shipment Tracker	Good Items	Damaged, unusable items	Expired Items	Total Counted	Expiry Dates		
1										0		0	
2										0		0	
3										0		0	
4										0		0	
5										0		0	
6										0		0	
7										0		0	
8										0		0	
9										0		0	
10										0		0	
11										0		0	
12										0		0	
13										0		0	
14										0		0	
15										0		0	
16										0		0	
17										0		0	
18										0		0	
19										0		0	
20										0		0	
21										0		0	
22										0		0	
23										0		0	
24										0		0	
25										0		0	
26										0		0	
27										0		0	
28										0		0	
29										0		0	
30										0		0	
31										0		0	
32										0		0	
33										0		0	
34										0		0	
35										0		0	
36										0		0	
37										0		0	
38										0		0	
39										0		0	
40										0		0	
41										0		0	
42										0		0	
43										0		0	
44										0		0	
45										0		0	
46										0		0	
47										0		0	
48										0		0	
49										0		0	
50										0		0	
51										0		0	
52										0		0	
53										0		0	
54										0		0	
55										0		0	
56										0		0	
57										0		0	
58										0		0	
59										0		0	
60										0		0	

Count team
member:

Date :

Name and signature:

Count team
member:

Date :

Name and signature: