*Appendix 66*

**REPORT ON THE PHYSICAL COUNT OF INVENOTRIES**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(**Type of Inventory Item)

As at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fund Cluster: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For which (Name of Accountable Officer) , (Official Designation), (Entity Name) , is accountable, having assumed such accountability on (Date of Assuption)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Article** | **Description** | **Stock Number** | **Unit of Measurment** | **Unit Value** | **Balance for Card** | **On Hand For Count** | **Shortage/Overage** | | **Remarks** |
| **(Quantity)** | **(Quantity)** | **Quantity** | **Value** |
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| Certified Correct by: Approved by: Witnessed by:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature over Printed Name of Signature over Printed Name Of the Head Signature over Printed Name  Inventory Committee Chair and Members of the Agency/Entity or Authorized Representative of COA Representative | | | | | | | | | |
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