



Date: 5/10/2025

# XYZ Company Ltd. INVENTORY REPORT

#	Name	Description	SKU	Qty In	Qty Out	Balance	Unit	Total
1	Printer	HP LaserJet	PRN001	45	36	9	125.00	1125.00
2	igisheke	Printer	wwwwww	50	20	30	130.00	3900.00
3	ikijumba	hhhhhhhhhhikijumba	ikirayi	0	1	-1	100.00	-100.00
4	Ikirayi	used for Lunch	ikirayi	100	100	0	750.00	0.00
5	Pen	pen used in office	pen	100	40	60	100.00	6000.00
6	Telephone	Telephone used in office	telephone	0	0	0	20000.00	0.00
7	Mouse	Mouse	mouse	0	0	0	100.00	0.00
8		(Red) for replace the old ones		0	0	0	100.00	0.00

Done at:  
Kigali,  
5/10/2025

Prepared by: \_\_\_\_\_ Logistics Officer  
Checked by: \_\_\_\_\_ Financial Management Specialist  
Approved by: \_\_\_\_\_ DG/Corporate Services  
Verified by: \_\_\_\_\_ Chairperson/Logistics Committee