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| **SUBJECT** | OPR for maintaining livestock inventory on daily basis in the QB |
| **RECORDER (Name Designation)** | Elilarasi Kanapathipillai – Accounts Executive |
| **APPROVED BY (Name Designation)** | Stanley Samidas – Senior Accountant |
| **CREATED DATE** | 05/21/2016 |
| **NO. OF PAGES INCLUDING THIS PAGE** | 01 |

**Objective :** To ensure all stock quantities are verified as per the physical record

Description

* Every day stock sheet will come through mail (Wadduwa, Horana) then need to check the actual stock quantity with books quantity.
* Check the arithmetical accuracy of the quantity of the purchase and sales of live fish.
* Check the accuracy of the physical inventory report with books records that we have. Is there any difference immediately need to send mail to relevant person.
* Record all the death of house fish quantity.
* Finally each day book quantity and actual quantity should be same