

# INVENTORY ADJUSTMENT

1. PROPERTY ACCOUNT	3. VOUCHER NUMBER
2. ACCOUNTABLE OFFICER	4. DATE

5. LINE ITEM	FSC OR STOCK NO.	DESCRIPTION OR NOMENCLATURE	UNIT	UNIT COST	OVERAGE		SHORTAGE	
					QUAN.	TOTAL COST	QUAN.	TOTAL COST
<b>TOTAL ....</b>								

6. REMARKS:

  
  
  
  
  
  
  
  
  
  

Preparing Official \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

7. ACTION OF APPROVING AUTHORITY: *The line items deleted are to be listed on a Report-of-Survey. The remaining line items are approved for adjustment.*

Approving Official \_\_\_\_\_ (Signature) \_\_\_\_\_ (Title) \_\_\_\_\_ (Date)