



Physical Inventory Summary Report

University of Colorado Boulder

Department	Location
Responsible Person	Extension
Observer	Date
Business Overview	
Operation Document Flow: Purchases Sales Other	
Accounting Review	
Program's Balance Sheet FOPPS & Account Program's Summary FOPPS & Account Operation Allocation JEs Costing Method Mark-Up %	
Physical Count	
General Instructions	
Environment	
Cut-Off Controls	
Purchases	
Sales	
INs	



Count Crew
Counting Method
Cash Sales
Store Closure
Obsolete/Damaged Stock
Summary
Recommendations
Conclusion