**Physical Year-End Inventory Plan**

Please document the following information in your plan:

1. Dates and times that the inventory count is taken
2. Location(s) of inventory
3. General description of the inventory
4. Whether inventory is for resale or supply (internal use)
5. Value of the inventory

|  |  |  |
| --- | --- | --- |
| **Location** | **Inventory Type** | **$ Value** |
|  |  |  |
|  |
|  |  |  |
|  |  |  |
| **Total Inventory Value** | **$** |
|  |  |  |

1. The method used to value the inventory, for example: [Last In, First Out](http://www.fa.ufl.edu/directives/year-end-inventory-procedures/#lifo), [First In, First Out](http://www.fa.ufl.edu/directives/year-end-inventory-procedures/#fifo), [Weighted Average Cost](http://www.fa.ufl.edu/directives/year-end-inventory-procedures/#weighted), etc.
2. The names and position titles of staff who physically counted the inventory
3. The names and position titles of staff who independently tested the counts of others