

Inventory Completion Checklist

Date: _____

Store Manager, you are verifying that all items in the building have been scanned and have been counted in the quantity that is physically available. You are hereby requesting your District Manager to certify the count and finish the scanning process.

REMINDER: ONCE SUBMITTED NO FURTHER SCANS WILL BE AVAILABLE AND ALL ISSUES WILL NEED TO BE RESOLVED THROUGH THE VARIANCE

Inventory Completion Checklist	Store Manager Signoff
Review Inventory Fixture Progress Report (Admin) for any missing fixtures.	
All fixtures have been scanned (Including Backroom/Backstock, Mannequins, Displays, Cashwrap, and Universal Team areas).	
All fixtures have been marked as complete on the map.	
Physical audit counts were completed hourly by the Inventory Leader.	
Fixtures found +/-3% during audits were removed and rescanned.	
The Bulk Item Report has been completed and Inventory Coordinator notified.	
All Trouble Rack items have been resolved and scanned.	
Daily Inventory Leader Checklists have been submitted for each scan day.	
The Review Day Report has been completed and Inventory Coordinator notified.	
IT PIE Kit has been packed up with all devices accounted for.	
Inventory Store Progress Report (Admin) has been reviewed and recorded below.	

Inventory Store Progress Report:

Total Units: _____ Units Counted: _____ % Complete: _____

As the Store Manager and District Manager, you are responsible for ensuring the accuracy of the Physical Inventory and for promptly communicating any issues to the Inventory Coordinator as they are identified.

By signing below, you confirm that all Physical Inventory reports have been reviewed, all required tasks have been completed, and the unit count listed above is accurate. By doing so, you acknowledge and accept responsibility for the Physical Inventory results.

X

Store Manager

X

District Manager

Once the inventory completion has been verified, communicate with the Inventory Coordinator letting them know the Inventory has been approved to close.

NOTE: Inventory cannot be closed without the DM signoff.