Warehouse cycle-count log

Site / team: _____ Period: _____

Count date / cutoff	Location / SKU / lot	Unit	Expected quantity	First count / counter initials	Recount / counter initials	Variance	Reason / evidence	Adjustment / approver	Closure / reference

This is a manual record; it does not update stock or calculate variances. Define who may approve adjustments and how movements during a count are handled in your own procedure.