University of Idaho
Inventory Count Sheet

Date:

Page No:

Inventory Item Description	Item Unit of Measure[1]	A Number of Units on Hand	B Cost per Unit [2]	= A x B Total Cost of Units on Hand
Sub-total this page			$	
Total for all pages (total inventory - complete on last page only)			$	

Notes: (1) Identify each item's unit of measure, i.e., each, box, case, etc.
(2) Ensure that cost in this column is for each unit of measure, i.e., cost per each, per box, per case, etc.