



Transaction ID		
I A		
Type	Dept	Document Number

Department Control Number (Not recorded in FINET)

Department Name

Date of Record (mm/dd/yyyy)

Accounting Period (mm/yyyy)

Budget FY (yyyy)

Warehouse

Comments (40 Characters)

Inventory Adjustment

Stock Item Number	Adjustment Code*	Change In Quantity	Adjust Change In Unit Cost
-			OR

*** Valid Adjustment Codes are:**

PHYINV - Physical Inventory	03 - Adjust Mat Lab Items	06 - Obsolete	09 - Out of Date
01 - Adjust Maintenance Items	04 - Adjust to Actual On Hand	07 - Adjust Building and Grounds	10 - Interagency Purchases
02 - Adjust Equipment Items	05 - Damage or Obsolete	08 - Adjust Stockpile Items	TRANS - Transfers of Stock

For Information Only (Not Recorded in FINET)

Stock Item Description	Unit	Unit Cost	Extended Cost	Available Quantity	Physical Count	Counted By	Justification

Prepared By	Telephone #	Entered By	Date
Authorized Signature	Date		