

DATA ITEM DESCRIPTION

Form Approved
OMB No. 0704-0188

2. TITLE

PHYSICAL INVENTORIES REPORT

1. IDENTIFICATION NUMBER

DI-NGMT-80259

3. DESCRIPTION/PURPOSE

3.1 The Physical Inventories Report documents inventories of Government-furnished/contractor-acquired material and nonexpendable special tooling (including vendor tools); special test equipment; and all accessories and attachments; on both a quantitative and monetary basis segregated by categories of property.

4. APPROVAL DATE
(YYMMDD)

861031

5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)
N/PMS 400C

6a. DTIC APPLICABLE

6b. GIDEP APPLICABLE

7. APPLICATION/INTERRELATIONSHIP

7.1 This data item is applicable to contracts in which Government-furnished and contractor-acquired material are requisitioned.

7.2 This data item description contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

7.3 Reporting is usually required on an annual basis.

8. APPROVAL LIMITATION

9a. APPLICABLE FORMS
NAVSEA 4000/12
NAVSEA 4000/13

9b. AMSC NUMBER

N3993

10. PREPARATION INSTRUCTIONS

10.1 Specific Instructions. The Physical Inventories Report shall consist of the following three sections:

10.1.1 Section I - Tally Sheet Inventory Voucher. The Tally Sheet Inventory voucher (Figure 1) shall contain a physical inventory count to include vendor tooling and other subcontractor items with results of each inventory listed, and shall consist of the following:

- a. Contractor - Name of contractor submitting the report
- b. Contract Number - Contract items are accountable under
- c. Indicate by "X" - Type - the type of inventory being conducted
- d. Page-of page - Self explanatory
- e. Date Prepared - Date the vouchers are prepared
- f. Item No. - Items numbered starting with (1)
- g. Stock/Part Number - National Stock Number or Part Number
- h. Description - Noun name of item
- i. Unit of issue - Each, feet, meters, etc.
- j. Unit Cost - Individual item prices
- k. Recorded Balance - Stock Record Count
- l. Inventory Balance - Physical quantity on hand
- m. Over - Quantity inventory count is greater than recorded balance and cost
- n. Short - Quantity inventory count is less than recorded balance and cost

11. DISTRIBUTION STATEMENT

DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

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10. PREPARATION INSTRUCTIONS (Cont'd)

- o. Total - combined count of each line item
- p. Posted by and Dated - Initialed and dated by the individual performing the inventory
- q. Certifying Signature and Date - Initialed and dated by the Property Administrator

10.1.2 Section II - Inventory Adjustment Voucher. The Inventory Adjustment Voucher (Figure 2) shall identify the adjustment of shortages and overages for material only, and shall consist of existing variations between physical inventory count and previous "Balance on Hand" quantity. The Inventory Adjustment Voucher shall be recorded as follows:

Item No. - Items numbered starting with one (1)
Part Number/NSN - Recorded Part Number or National Stock Number
Description - Noun name of item
Quantity Over - Quantity greater than the recorded stock balance
Quantity Short - Quantity less than the recorded stock balance
Unit Price - Cost per piece of line item
Total Price - Combined cost of line item

10.1.3 Section III - Physical Inventory Certification Sheet. Contains a statement specifying a given date in which physical inventory of all Government-owned property was completed and that the official records are in agreement with the actual quantities of property on hand.

NAVSEA 4400/12 (9-83)

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INVENTORY ADJUSTMENT VOUCHER

[illegible]

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