

INVENTORY ADJUSTMENTS

LOCATION: _____

DATE: _____

PERSON REQUESTING ADJUSTMENT: _____

ITEM	CURRENT INVENTORY	ADJUSTED INVENTORY	REASON FOR ADJUSTMENT

COMMENTS:

ADJUSTED IN FARM WORKS BY: _____

APPROVED BY: FARM MANAGER _____ CENTRAL FARM _____

DISTRIBUTION:
ORIGINAL- CENTRAL FARM
COPY- FARM OFFICE

RETENTION SCHEDULE:

This form, upon completion, will be kept in a filing area for three years, one year active and two years inactive, then destroyed. A copy should be forwarded to the Central Farm office and retained for five years, one year active and four years inactive, then destroyed.