Store Inventory Audit Checklist

Check inventory accuracy, receiving, backstock, and shrink controls in a single store, without a full physical count.

Store: _____ **Date:** _____ **Completed by:** _____

Mark each item **P** (pass), **N** (pass with note — half credit), **F** (fail), or **N/A**. ★ **Critical** items count 3x, and any critical fail means the store needs action this week.

Receiving & paperwork

#	Item	P	N	F	N/A	Notes / owner
1	★ Inbound shipments checked against packing slips before putaway					
2	★ Receiving discrepancies documented and reported within 24 hours					
3	No received freight older than 48 hours left unprocessed					
4	Vendor credits and returns-to-vendor logged and tracked					

Backstock & stockroom

#	Item	P	N	F	N/A	Notes / owner
5	Backstock organized by department or category and labeled					
6	Overstock locations recorded in the system					
7	★ No product in backstock that has an open shelf facing on the floor					
8	★ Stockroom aisles clear; nothing stored blocking exits or panels					

Sales floor accuracy

#	Item	P	N	F	N/A	Notes / owner
9	★ Spot count: 10 random SKUs match on-hand quantity in the system					
10	★ Spot check: top-10 sellers in stock and on-hand counts accurate					
11	Shelf tags match the product in each facing					
12	No phantom inventory (system shows stock, shelf and backroom are empty)					

Damaged, expired & returns

#	Item	P	N	F	N/A	Notes / owner
13	Damaged and defective product tagged and segregated					
14	★ Expired or recalled product removed and documented					
15	Customer returns processed and back on the shelf or to vendor within policy					
16	Markdowns and write-offs approved and recorded					

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Counts & reconciliation

#	Item	P	N	F	N/A	Notes / owner
17	★ Cycle counts completed on schedule for this period					
18	★ Count variances investigated and explained, not just adjusted					
19	Inventory adjustments reviewed and approved by a manager					
20	Store transfers sent and received in the system					

Shrink controls

#	Item	P	N	F	N/A	Notes / owner
21	★ High-shrink items secured, locked, or in line of sight					
22	★ Back door and receiving door kept secured; deliveries supervised					
23	Shrink alerts and exception reports reviewed this week					
24	Employee purchases and voids follow policy					

Total points earned: _____ **Possible (excl. N/A):** _____ **Score %:** _____ **Critical fails:** _____

Scoring: Pass = weight, Pass with note = half weight, Fail = 0. Score % = points earned ÷ possible. 90%+ good shape · 70–89% watch · below 70% act this week.

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