

REPORT ON PHYSICAL COUNT OF INVENTORIES (RPCI)

National Services/Regional Offices

As of _____

Date

Fund Cluster: _____

For which (Name of Accountable Officer), (Official Designation), (Entity Name) is accountable, having assumed such accountability on (Date of Assumption).

| ARTICLE | DESCRIPTION | STOCK NUMBER | UNIT OF MEASUREMENT | UNIT VALUE | BALANCE PER CARD (QTY) | ON HAND PER COUNT (QTY) | SHORTAGE/OVERAGE | | REMARKS |
|--|-------------|--------------|---------------------|------------|------------------------|-------------------------|------------------|-------|---------|
| | | | | | | | QTY | VALUE | |
| MILITARY/POLICE SUPPLIES (e.g. ammunition) | | | | | | | | | |
| | | | | | | | | | |
| MEMENTO (e.g. Replica Badge, Challenge Coins, Paperweight, etc) | | | | | | | | | |
| | | | | | | | | | |
| LABORATORY SUPPLIES (e.g. Pet Bottles, Testing Kits, Gasses, Chemical Reagents, Reference Standards, etc) | | | | | | | | | |
| | | | | | | | | | |
| COMMON USE SUPPLIES (e.g. office supplies, computer supplies, etc)* | | | | | | | | | |
| | | | | | | | | | |
| OTHER SUPPLIES | | | | | | | | | |
| | | | | | | | | | |

Prepared and Inventoried by:

Verified by:

Certified Correct by:

Supply Officer/Property Custodian

Chief, Admin Division

Service/Regional Director

Note:

- Please use separate set of RPCI forms for the ff:
- * For National Services only;
 - Supplies acquired through MOOE; &
 - Submission shall be on the 2nd working day of the covered Month.

REPORT ON THE PHYSICAL COUNT OF INVENTORIES (RPCI)

INSTRUCTIONS

- A. The **RPCI** is a form used to report the physical count of inventory items by type such as Office Supplies Inventory; Accountable Forms Inventory; Medical, Dental and Laboratory Supplies Inventory; Food Supplies Inventory, etc. which are owned by the agency/entity. It shall be prepared semi-annually by the Inventory Committee and by fund cluster.
- B. This form shall be accomplished as follows:
1. **Type of Inventory Item** – inventory account name such as Office Supplies Inventory, Accountable Forms Inventory, Medical, Dental and Laboratory Supplies Inventory, Food Supplies Inventory, etc.
 2. **National Service/Regional Office** – Service or Office of the end-user*
 3. **As of** _____ – date of the report
 4. **Fund Cluster** – fund cluster name/code in accordance with the UACS
 5. **Name of Accountable Officer** – name of the accountable officer or Supply and/or Property Custodian
 6. **Official Designation** – official designation of the accountable officer
 7. **Entity Name** – branch or office where the accountable officer is assigned
 8. **Date of Assumption** – first day of assumption of the duties and responsibilities as accountable officer
 9. **Article** – type of item or article (e.g., folder, bond paper, ball pen)
 10. **Description** – brief description of the article (e.g., file tag board for legal size, 210 mm x 297 mm (A4) min. of 70 gms, fine point black)
 11. **Stock Number** – assigned stock number by the Supply and/or Property Division/Unit
 12. **Unit of Measurement** – unit of measurement of the property, goods or supplies e.g., piece, ream, box, etc.
 13. **Unit Value** – cost per unit
 14. **Balance per Card** – quantity of item/s or article/s appearing in the SLCs
 15. **On Hand per Count** – quantity of item/s or article/s per physical count
 16. **Shortage/Overage** – excess of the quantity and total value of item/s or article/s per SLCs over that of the physical count (Shortage) or vice versa (Overage)
 17. **Remarks** – whereabouts, conditions and other relevant information on the inventories noted during the physical count
- C. The report shall be reconciled with the SLCs and SCs maintained by the Accounting Division/Unit, and Property and/or Supply Division/Unit, respectively. Any discrepancy shall be verified and/or adjusted accordingly.
- D. The reports shall be prepared in four (4) copies and certified correct by the Inventory Committee, approved by the Head of Agency or his/her authorized representative, and verified by the COA Auditor. This shall be distributed as follows:
- Original* – COA Auditor, through the Accounting Division/Unit
Copy 2 – Supply and/or Property Division/Unit
Copy 3 – Inventory Officer/Committee
Copy 4 – Accounting Division/Unit
- E. The report shall be submitted to the COA Auditor concerned not later than July 31 and January 31 of each year for the first and second semesters, respectively.

Note:

Reference: Government Accounting Manual (GAM) for National Government Agencies
* inserted by LMS for easy identification