



Cannabis Inventory Tracking Checklist Template

 Show only Checklist

Display Style
Default 

Initial Receiving & Verification

Ensures accurate recording and secure storage of incoming cannabis products.

Receiving Date

Enter date...

Purchase Order Number

Enter a number...



Delivery Method

- ☐ Courier
- ☐ Self-Delivery
- ☐ Third-Party Logistics

Quantity Received

Enter a number...

Condition of Package

- ☐ Intact
- ☐ Damaged
- ☐ Compromised

Package Condition Notes (if damaged/compromised)

Write something...

Lot Number

Enter a number...

Delivery Receipt/Proof of Receipt

 Upload File

Strain & Product Identification

Confirms accurate labeling and categorization of all cannabis products.

Product Category

- ☐ Flower
- ☐ Concentrate
- ☐ Edible
- ☐ Topical
- ☐ Seed

Strain Name

Write something...

Product Type

Write something...

THC Percentage

Enter a number...

CBD Percentage

Enter a number...

Packaging Type

- ☐ Jar
- ☐ Bag
- ☐ Tube
- ☐ Vial

Batch Number

Write something...

Storage Conditions

Verifies proper environmental controls for optimal preservation.

Temperature (Fahrenheit)

Enter a number...

Humidity (%)

Enter a number...

Light Exposure

- ☐ Dark
- ☐ Indirect Light
- ☐ Controlled Light

Container Type

- ☐ Glass
- ☐ Plastic
- ☐ Mylar Bags

Last Environmental Check Date

Enter date...

Notes on Storage Conditions

Write something...

Daily Inventory Count

Performs regular counts to reconcile physical stock with records.

Date of Count

Enter date...

Time of Count

Enter time...

Product ID

Enter a number...

Recorded Quantity

Enter a number...

Physical Count

Enter a number...

Discrepancy (+/-)

Enter a number...

Discrepancy Explanation (if any)

Write something...

Variance Resolution

- ☐ Investigated & Corrected
- ☐ Further Investigation Needed
- ☐ Requires Manager Approval

Dispensing & Sales Tracking

Records all sales transactions and adjustments to inventory levels.

Transaction ID

Product Strain

☐ Strain A☐ Strain B☐ Strain C

Quantity Dispensed

Unit Price

Total Sale Amount

Patient/Customer Name**Sale Date****Sale Time**

Waste & Destruction Reporting

Documents disposal of unusable or expired product, maintaining compliance.

Date of Destruction**Time of Destruction**

Reason for Destruction (e.g., expiration, contamination)

Write something...

Quantity Destroyed (Units)

Enter a number...

Strain/Product Type Destroyed

- ☐ Flower
- ☐ Concentrate
- ☐ Edible
- ☐ Other

Destruction Manifest (Required)

 Upload File

Detailed Description of Destruction Process

Write something...

Method of Disposal

- ☐ Rendering
- ☐ Secure Landfill
- ☐ Other

Theft/Loss Reporting

Records any missing product and initiates investigation procedures.

Date of Loss/Theft

Approximate Time of Loss/Theft

Estimated Quantity Missing (Units)

Estimated Value of Missing Product (\$)

Suspected Cause (Select One)

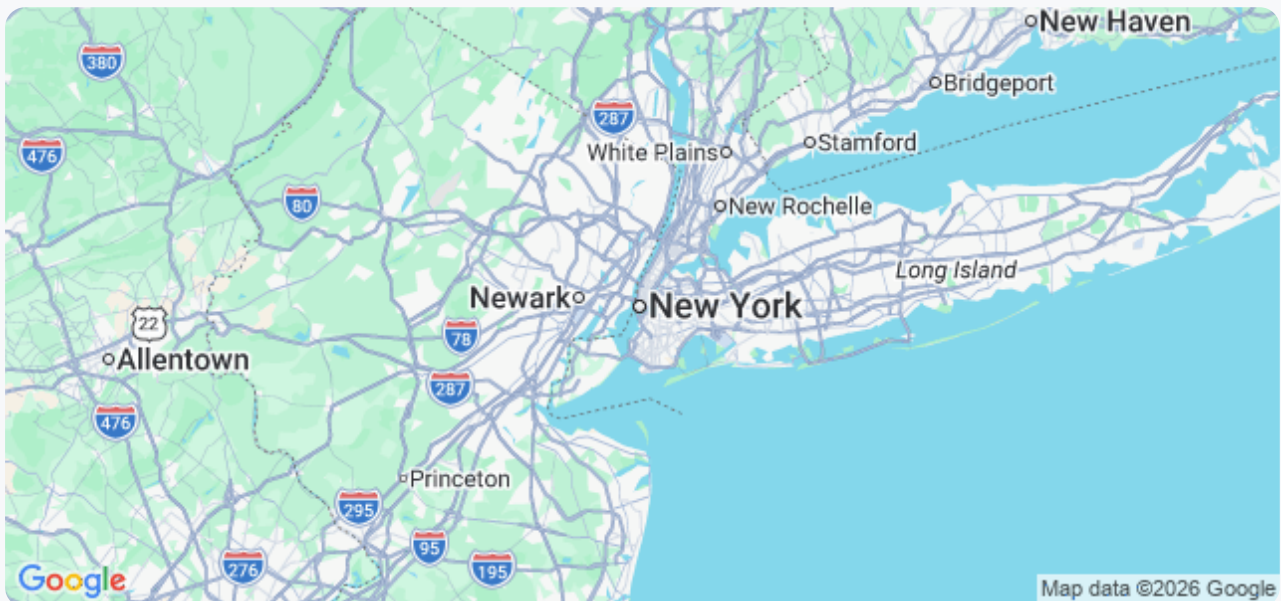
- ☐ Internal Theft
- ☐ External Theft
- ☐ Error/Miscount
- ☐ Unknown

Detailed Description of Circumstances

Write something...

Specific Location of Loss (e.g., Room, Shelf)

 [Set My Current Location](#)



Supporting Documentation (e.g., Security Footage, Photos)

 Upload File

Reporting Employee Name

Write something...

Regulatory Compliance

Confirms adherence to all applicable state and local regulations.

Metric Reporting Submission Status

- ☐ Submitted
- ☐ Pending
- ☐ Not Submitted

Last Metric Submission Date

Enter date...

Batch Number Verified (Match Records?)

Enter a number...

Notes on Regulatory Compliance

Write something...

Packaging Verification Status

- ☐ Compliant
- ☐ Minor Deviation
- ☐ Major Deviation

Supporting Compliance Documentation (e.g., Lab Results)

 Upload File

Inventory Reconciliation

Compares recorded inventory with physical counts and investigates discrepancies.

Recorded Inventory Quantity (Unit)

Physical Inventory Quantity (Unit)

Quantity Variance

Variance Explanation/Reason

Possible Causes (Select all that apply)

- ☐ Data Entry Error
- ☐ Theft/Loss
- ☐ Damage/Expiration
- ☐ Miscounted
- ☐ Shipping Error
- ☐ Other

Reconciliation Date

Enter date...

Corrective Actions Taken

Write something...

Resolution Status

- ☐ Resolved
- ☐ Pending Investigation
- ☐ Requires Management Review

Security & Access Logs

Reviews access logs for unusual activity and ensures security protocols are followed.

Log Review Date

Enter date...

Log Review Start Time

Enter time...

Log Review End Time

Enter time...

Number of Access Logs Reviewed

Enter a number...

Suspect Activities Detected (Check All That Apply)

- ☐ Unusual Login Times
- ☐ Access from Unknown Locations
- ☐ Multiple Failed Login Attempts
- ☐ Unauthorized User Access
- ☐ None Detected

Detailed Description of Suspicious Activity (if any)

Write something...

Action Taken Regarding Suspicious Activity

- ☐ Investigation Initiated
- ☐ Security Alert Sent
- ☐ Password Reset Requested
- ☐ No Action Required

Reviewer Signature