

# 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**

Write something...

### **Sale Date**

Enter date...

### **Sale Time**

Enter time...

## **Waste & Destruction Reporting**

Documents disposal of unusable or expired product, maintaining compliance.

### **Date of Destruction**

Enter date...

### **Time of Destruction**

Enter time...

### 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)

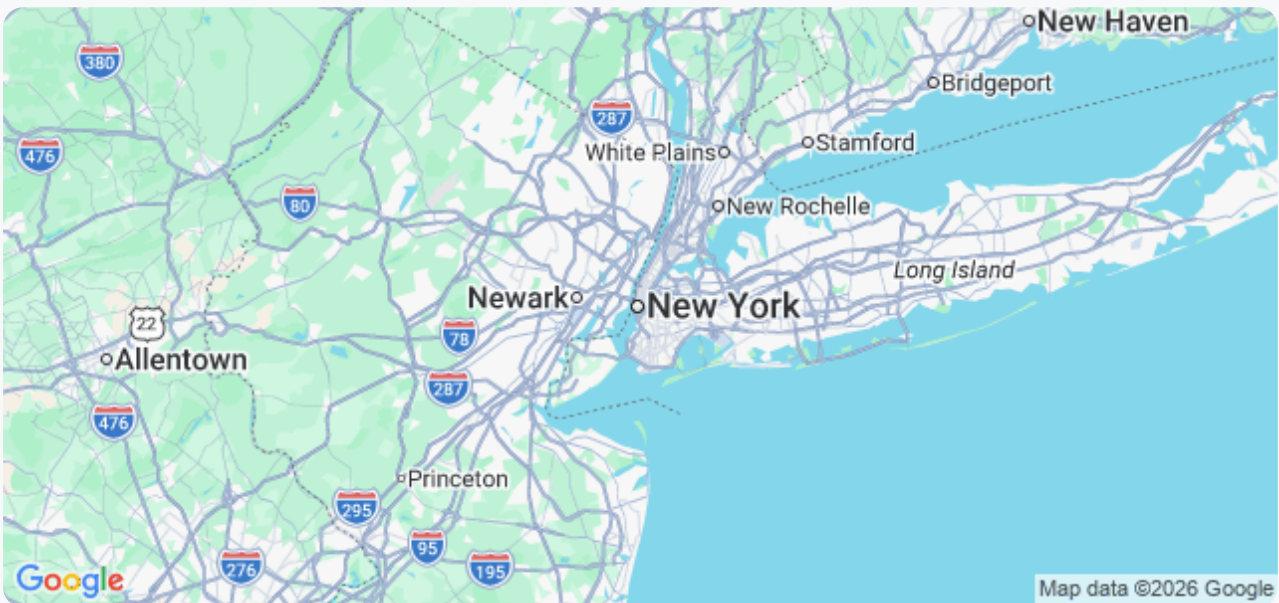
- Internal Theft
- External Theft
- Error/Miscount
- Unknown

## 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

## Batch Number Verified (Match Records?)

## Notes on Regulatory Compliance

## 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)**

Enter a number...

**Physical Inventory Quantity (Unit)**

Enter a number...

**Quantity Variance**

Enter a number...

**Variance Explanation/Reason**

Write something...

### Possible Causes (Select all that apply)

- Data Entry Error
- Theft/Loss
- Damage/Expiration
- Miscalculation
- 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