

SOP Reporting Item Price Verification

When doing an inventory analysis review it is important to review price changes that may have been entered incorrectly in the invoice entry by the accounting department. Incorrect entries can result in an inaccurate inventory analysis.

See examples here of beginning and ending prices

3679	Cheese, Parmesan 1/4 wheel 18#	Wheel 18#	0	\$149.35	\$0.00	1	\$3,021.48	\$3,021.48	\$3,021.48	\$2,872.13
2298	Cheese Asiago Wheel	Wheel 20#	0	\$101.50	\$0.00	1	\$2,320.20	\$2,320.20	\$2,320.20	\$2,218.70
2801	Cheese Muenster 5.5#	Block5.5#	0	\$27.23	\$0.00	0.75	\$859.49	\$644.62	\$644.62	\$832.26
1125	Cheese Swiss 7#av	EA	0	\$178.64	\$0.00	2	\$192.78	\$385.56	\$385.56	\$14.14
2661	Mortadella Imported Fiorucci	LB	0	\$40.81	\$0.00	8	\$0.42	\$3.36	\$3.36	-\$40.39

Note it is important to compare these to the pack sizes in your inventory as well.

When Requesting Price Verification

When a price of an item in your inventory is being questioned use the link below and follow these steps

[Price Verification Form](#)

1. Select Unit Tab
2. Enter the item in question with FP#, Beginning Price, Ending Price, Notes, or Questions.
3. Highlight lines in column "H" right-click, and click on comment.
4. In the comment, prompt write @caroline.brokamp@bc.edu
5. Click assign Caroline Brokamp
6. Click assign to submit

