Controlled Substance Perpetual Inventory Log - worked example

One drug per sheet. Every receipt, dispense, destruction and return to stock, with a running balance. A month of sample entries, and the math behind the balance.

PHARMACY NAME: Sample Pharmacy

DEA REGISTRATION NO.:

LOCATION (SAFE / CABINET / VAULT): Narcotic safe - shelf 2

DRUG (GENERIC AND BRAND): Hydromorphone HCl (Dilaudid)

STRENGTH: 2 mg

DOSAGE FORM: Tablet

NDC: 42858-122-01

SCHEDULE (CII-CV): CII

PACKAGE SIZE: 100

Date (mm/dd/yyyy)	Rx no. / reference	Received (+)	Dispensed (-)	Destroyed or disposed (-)	Returned to stock (+)	Balance on hand	Entered by	Notes
08/01/2026	Balance fwd					48	SK	Carried from previous sheet
08/04/2026	Inv. 88417	100				148	SK	Received from wholesaler
08/06/2026	Rx 4471902		20			128	MJ	
08/09/2026	Rx 4472588		12			116	MJ	
08/12/2026	Rx 4473011		30			86	SK	
08/13/2026	Rx 4473126		6			80	MJ	Filled, waiting for pickup
08/15/2026	DEA Form 41			2		78	SK	Damaged tablets, destroyed on site
08/20/2026	Rx 4474330		24			54	MJ	
08/23/2026	Rx 4474901		8			46	MJ	Partial fill
08/24/2026	Rx 4473126				6	52	SK	Not picked up, returned to stock
08/27/2026	Rx 4475602		20			32	SK	
08/31/2026	Count					32	SK	Physical count agrees, no variance

How the balance is checked

Expected on hand = balance brought forward + received + returned to stock - dispensed - destroyed. On this sheet: 48 + 100 + 6 - 120 - 2 = 32. The physical count on 08/31/2026 was 32, so there is no variance.

A variance is the difference between that expected figure and what is on the shelf. Investigate it before concluding anything: recount, then check the records behind each total for an unrecorded destruction, a dispense recorded under a different NDC, or a return to stock never entered.

SHEET COMPLETED BY (PRINT NAME) _____ SIGNATURE _____ DATE _____ PAGE ____ OF ____

Inventory (DEA): an inventory of all controlled substances on hand on the day a pharmacy starts, then a new one at least every two years, each marked as taken at the opening or the close of business (21 CFR 1304.11(a)-(c)). In an opened container, Schedule II is counted exactly; Schedules III-V may be estimated, unless the container holds more than 1,000 tablets or capsules (21 CFR 1304.11(e)(6)).

Records (DEA): every inventory and record is kept at least 2 years from its date, available for DEA inspection (21 CFR 1304.04(a)). Schedule II inventories and records are kept separate from all other records; Schedules III-V separately or readily retrievable (21 CFR 1304.04(h)). A perpetual inventory is not federally required (21 CFR 1304.21(a)).

Theft or significant loss (DEA): notify your DEA Field Division Office in writing within one business day of discovery, and file DEA Form 106 within 45 days after discovery (21 CFR 1301.76(b)).

Your state board of pharmacy may require more than these federal rules. General information, not legal or professional advice: confirm the current requirements with the DEA and your state board.

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