

Asset Loss Inventory Sheet

Date Reported	Asset Description	Asset Tag/ID	Location	Loss Type	Estimated Value	Reported By	Remarks
2024-05-12	Laptop, Dell Latitude 5410	AS-0234	Main Office, 2nd Floor	Theft	\$1,100	Jane Doe	Filed police report
2024-06-02	Mobile Phone, iPhone 13	PH-0345	Warehouse	Lost	\$800	John Smith	Awaiting insurance claim
2024-06-10	Projector, Epson EB-S41	PR-1122	Conference Room B	Damage	\$500	Alice Lee	Broken during transit

Important Notes:

- Document all asset losses promptly and accurately for recordkeeping and insurance claims.
- Include as much detail as possible, including the asset's description and unique identifier.
- Always indicate the type of loss (e.g., theft, lost, damage) and actions taken.
- Retention of supporting documents such as police reports or photographs is recommended.
- Regular review helps identify patterns and mitigate future losses.