

Asset Loss Inventory Sheet

Date-wise Loss Format

Department:

IT & Equipment

Prepared By:

John Doe

Location:

Main Office

Date Generated:

2024-06-29

#	Date of Loss	Asset Name	Asset ID / Code	Description	Last Known Location	Quantity Lost	Estimated Value	Reported By	Remarks
1	2024-06-15	Laptop	IT-045	Dell Latitude 5400	Room 211	1	\$900	Michael S.	Stolen, report filed
2	2024-06-20	Projector	EQ-019	Epson XGA	Conference Hall	1	\$450	Sara K.	Last seen before event
3	2024-06-22	Mobile Phone	MOB-222	Samsung Galaxy A52	Reception Desk	1	\$320	Alice B.	Missing after staff shift

Important Notes:

- This sheet records assets lost with respect to the date of loss.
- Verify and cross-check all entries with physical inventory records.
- Report every loss promptly to relevant authorities for investigation.
- Attach supporting documents (e.g. police report, witness statements) when available.
- Review and update this document regularly for audit and insurance purposes.