

Asset Loss Inventory Sheet

Detailed Itemized Format

Report Date: _____
Location of Loss: _____
Reported By: _____
Department/Section: _____
Reference No.: _____

No.	Description of Item	Asset Tag/Serial No.	Quantity	Estimated Value (USD)	Date Acquired	Condition Before Loss	Date of Loss	Remarks
1	Laptop, HP ProBook 450 G7	PBK450G7-1021	1	950	2020-04-15	Good	2024-05-22	Stolen from office
2	Projector, Epson EB-S41	EPSN10023	1	400	2019-08-10	Working	2024-05-22	Missing after event
3	Wireless Mouse	LOGM500-19	2	50	2021-11-03	Functional	2024-05-22	Unaccounted

Reported To: _____
Date Received: _____

Important Notes:

- Ensure all details are accurate and complete for reliable asset tracking.
- Immediately report discovered losses to the responsible department/authority.
- Attach supporting documents (e.g., photos, invoices, police reports) when available.
- This sheet is important for insurance, auditing, and internal control purposes.
- Signatures or approvals may be required as per your organization's policy.