

Asset Loss Inventory Sheet

Location-based Format

Report Number: ALIS-2024-003
Date Prepared: 2024-06-20
Prepared by: Maria Gomez
Reviewed by: George Lim

Location: Warehouse A, Section 3
Address: 38 Industrial Lane, Springfield

#	Asset Description	Asset ID / Tag	Quantity Lost	Unit	Date of Loss	Reported By	Remarks
1	Laptop Dell Latitude 5400	DT-54502	2	pcs	2024-06-14	Anna Kim	Storage Unit 5, missing after inventory check
2	Industrial Drill	EQP-39201	1	unit	2024-06-12	Leo Santos	No unauthorized access found on CCTV
3	Office Chair Ergonomic	FUR-22910	4	pcs	2024-06-09	Patricia Ong	Suspected disposal error during remodeling

Important Notes:

- This sheet organizes asset losses based on their physical location for better tracking.
- Ensure all reported losses are supported with detailed remarks and, if possible, evidence.
- Regularly update inventory and conduct reconciliation to minimize discrepancies.
- Restricted access to the document is recommended to maintain data integrity.
- Immediate reporting helps expedite investigation and potential recovery.