

Asset Loss Inventory Sheet

Responsible Person Format

Department/Unit: _____
Date: _____
Responsible Person: _____
Employee ID: _____

No.	Asset Description	Asset ID / Serial No.	Last Known Location	Date Discovered Lost	Estimated Value	Remarks
1	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____

Description of Loss / Incident:

Prepared by
Responsible Person

Verified by
Department Head

Reviewed by
Asset Management

- This sheet should be completed immediately upon discovery of any asset loss.
- Ensure all details are accurate and supporting documents, if any, are attached.
- Submission to Department Head and Asset Management is mandatory for further investigation.
- False or misleading information may lead to disciplinary action.
- Maintain confidentiality during investigation of the loss.