

Asset Loss Inventory Sheet

Serial Number Tracking Format

Department/Location: _____

Date: _____

Prepared By: _____

No.	Asset Description	Asset Tag/ID	Serial Number	Date of Loss	Reported By	Remarks/Notes
1	Laptop Dell Latitude 5420	IT-00125	SN93487218	2024-04-18	John Smith	Reported stolen during travel
2	Mobile Phone Samsung S23	MO-00987	S23A99877111	2024-05-02	Jane Lee	Lost during relocation
3	External Hard Drive	STO-00415	HD67211011	2024-05-24	Paul Reyes	Asset missing after audit

Important Notes:

- Ensure all asset losses are reported immediately to the asset management team.
- Always record accurate serial numbers and asset tag/ID for proper tracking.
- Maintain supporting documents/reports for all entries in this sheet.
- Review and update the sheet regularly for audit and insurance requirements.
- This sheet is confidential and should be protected from unauthorized access.