

# Asset Loss Inventory Sheet

## Value Depreciation Format

Asset ID	Description	Category	Acquisition Date	Original Cost	Useful Life (Years)	Depreciation Method	Accumulated Depreciation	Book Value (at Loss Date)	Date of Loss	Remarks
AS-001	Laptop Dell Latitude 5510	Electronics	2021-01-10	\$1,200	3	Straight Line	\$800	\$400	2023-03-18	Stolen - Reported
AS-002	Warehouse Forklift	Machinery	2018-09-21	\$9,500	8	Straight Line	\$5,700	\$3,800	2023-12-02	Damaged in accident
AS-003	Office Desk Set	Furniture	2019-06-15	\$800	5	Declining Balance	\$600	\$200	2024-04-20	Lost in fire

## Important Notes:

- Ensure accurate calculation of asset depreciation up to the date of loss.
- Document and support all loss events with relevant evidence and reports.
- This sheet is essential for insurance claims and financial audits.
- Update the inventory immediately after an asset is lost or disposed.
- Review depreciation methods regularly for compliance with accounting standards.