

# Inventory of Damaged Assets

Date: June 12, 2024

Inventory No.: INV-DA-2024-102

Location: Main Warehouse, Floor 2

Inspected by: Alice Smith

Department: Operations

Supervisor: John Doe

## Damaged Asset Details

#	Asset Name	Asset ID	Description of Damage	Quantity	Estimated Value	Remarks
1	Laptop Dell Inspiron	LT-1973	Screen cracked, not powering on	2	\$1,500	Requires replacement
2	Office Desk	DK-0238	Severe water damage	1	\$350	Unsuitable for use
3	Printer HP LaserJet	PR-0145	Malfunction after power surge	1	\$600	To be assessed for repair
4	Electric Fan	EF-0654	Blades broken	3	\$90	Parts missing

## Important Notes

- Ensure all damages are accurately documented with supporting photos if possible.
- This inventory should be reviewed and signed by a supervisor or authorized personnel.
- Damaged assets should be clearly labeled to avoid accidental use or disposal.
- Report must be kept on record for audit and insurance purposes.
- Follow internal procedures for repair, replacement, or write-off of listed assets.