

Property Inventory Loss Table

Reference No.: _____

Date: _____

Prepared By: _____

Inventory Loss Details

S/N	Property Description	Unique ID / Serial No.	Location	Date of Loss	Cause of Loss	Quantity Lost	Estimated Value	Remarks
1	Laptop Dell Inspiron 15	DL-INS-09567	Office Room 202	2024-03-18	Theft	1	\$750	Reported to security
2	LED Projector	PJ-LED-2231	Conference Hall	2024-03-22	Fire Damage	1	\$320	Damaged beyond repair
3	Office Chair	OC-01123	Reception	2024-03-29	Accidental Breakage	2	\$120	-

Total Estimated Loss Value: \$1,190

Important Notes

- Ensure all property loss is documented as soon as it is identified.
- Attach supporting evidence such as photos, police or incident reports where applicable.
- This table should be verified and signed by the relevant authority for authenticity.
- Update inventory records immediately after documenting a loss item.
- Estimate values as accurately as possible based on replacement cost or market value.