

Detailed Inventory Loss Declaration Form

Section 1: Reporter Information

Company Name

Reporter Name

Position/Title

Contact Number

Email Address

Date of Report

Section 2: Loss Event Details

Location of Loss

Date of Loss

Description of Circumstances

Section 3: Inventory Loss Details

#	Item Description	Item Code	Quantity Lost	Unit	Estimated Unit Value	Total Loss Value	Remarks
1							
2							
3							

Total Estimated Loss Value

Section 4: Declaration

I hereby declare that the information provided above is true and accurate to the best of my knowledge.

Signature

Date

Important Notes:

- This form must be completed promptly upon identification of inventory loss.
- Attach supporting documents (e.g., incident reports, inventory records) if available.
- False declarations may result in disciplinary or legal action.
- All information will be treated confidentially and used only for loss assessment purposes.
- Submit the completed form to the appropriate department as per company procedure.