

Inventory Discrepancy and Loss Record

Record Information

Date: _____
Prepared By: _____
Department: _____
Reviewed By: _____

Discrepancy Details

#	Item Code	Item Name/Description	Recorded Quantity	Actual Quantity	Discrepancy	Type (Short/Over/Loss)	Remarks
1	_____	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____	_____

Summary & Investigation

Corrective Actions Proposed

Important Notes

- This document should be filled out immediately after discovering any inventory discrepancies or losses.
- Ensure all details are accurate to help with investigation and resolution.
- All discrepancies must be reported to management and relevant departments.
- Supporting documents (e.g., stock records, physical count sheets) should be attached.
- Retain records as per company policy for audit and review purposes.