

Inventory Theft / Loss Investigation Form

Incident Details

Date of Incident

Time of Incident

Location

Warehouse / Store / etc.

Reported By

Name and Position

Date Reported

Description of Loss/Theft

Describe the Incident

Provide details of the loss or theft, including how it was discovered, circumstances, and suspected person(s)

Inventory Details

List of Item(s) Lost/Stolen

List item name, SKU>ID, quantity, value, etc.

Estimated Total Value

e.g. \$1,500

Investigation

Actions Taken (e.g. searched area, interviewed staff)

Witnesses (if any)

List names and contact of any witnesses

Evidence Collected

E.g. CCTV footage, logs, etc.

Outcome & Recommendation

Investigation Findings

Recommended Actions / Preventive Measures

Approvals

Prepared By

Name and Position

Approved By

Name and Position

Important Notes

- This form is a formal record of inventory theft or loss and the internal investigation process.
- Complete all fields with accurate and detailed information.
- Submit supporting documents (e.g., inventory logs, CCTV, reports) along with this form.
- Retention of this document is important for compliance and insurance claims.
- Unauthorized disclosure or falsification of information may result in disciplinary actions.