

Internal Inventory Loss Notification

Document No.: INV-2024-007

Date: 2024-06-13

Department: Warehouse

Reported By: Samuel Kent

Details of Inventory Loss

Item Code	Item Name	Quantity Lost	Unit	Location	Remarks
MAT-1158	Aluminum Sheets	50	pcs	Storage A1	Dented and unusable
SW-209	Switches	30	pcs	Rack 4	Missing after audit

Incident Description

During the quarterly inventory audit on 2024-06-11, discrepancies were identified in the quantities of several items. After investigation, it's been determined that loss occurred due to improper handling and misplacement within the warehouse. The incident has been documented for further review and preventive action.

Initial Action Taken

An immediate recount was conducted. The affected storage areas were secured and staff were questioned regarding the missing stock. An internal investigation has been initiated to determine root cause and to prevent similar incidents.

Prepared By

Name: Samuel Kent

Title: Warehouse Supervisor

Date: 2024-06-13

Important Notes:

- This document should be completed promptly after identifying loss.
- Maintain accuracy in item descriptions and quantities.
- All inventory loss notifications must be reviewed and signed by department heads.
- Attach supporting documents (e.g., audit reports, photos) where possible.
- Store this notification in compliance with record retention policies.