

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.