

Physical Inventory Loss Report

Report Date:

Location / Warehouse:

Inventory Period: to

Prepared By:

Lost Inventory Details

#	Item Code	Item Description	Unit	Qty Lost	Unit Cost	Total Loss Value	Remarks
1	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
2	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
TOTAL LOSS VALUE						<div></div>	

Incident Description

Provide a detailed description of the loss incident, including possible causes and discovery process...

Prepared By

Verified By

Approved By

Important Notes

- This report should be completed immediately upon discovery of inventory loss.
- Ensure all relevant details and evidence are attached with the report.
- Obtain verification and approval signatures before submission to management.
- Maintain a copy of this document for record-keeping and future audits.
- Any deliberate withholding or misrepresentation may lead to disciplinary action.