

# 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	_____	_____	____	____	_____	_____	_____
2	_____	_____	____	____	_____	_____	_____
<b>TOTAL LOSS VALUE</b>						_____	

## 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.