

Electronic Loss Register Spreadsheet Format

S/N	Date of Loss	Asset Description	Serial/ID No.	Location	Loss Type	Cause of Loss	Reported By	Date Reported	Estimated Loss Amount	Status	Remarks
1	2024-04-15	Laptop (Dell Latitude 5510)	LPT-4521	Office Room 101	Theft	Unauthorized Access	Jane Doe	2024-04-16	\$900	Under Investigation	-
2	2024-05-02	Projector (Epson EB-X41)	PRJ-8920	Conference Hall	Damage	Power Surge	John Smith	2024-05-03	\$400	Closed	Replacement ordered
3	2024-05-20	External HDD (Seagate 2TB)	HDD-1007	IT Storage	Loss	Misplacement	Mary Lin	2024-05-21	\$80	Open	Searching

Important Notes:

- All incidents should be recorded immediately upon discovery of loss or damage.
- Entries must be complete and accurate to facilitate investigation and potential insurance claims.
- Regularly update the status and remarks for each loss recorded.
- Maintain this register securely as it may contain sensitive asset information.
- Periodic reviews are recommended to ensure data accuracy and completeness.