

Internal Use Inventory Loss Declaration

Document No.: _____
Date: _____
Department: _____
Reported By: _____

Inventory Loss Details

No.	Item Description	Item Code	Quantity	Unit	Loss Type	Remarks
1	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____

Description of Circumstances

Approval & Verification

Prepared By: _____ Date: _____
Verified By: _____ Date: _____
Approved By: _____ Date: _____

Important Notes:

- This document is for internal use and must be treated as confidential.
- All losses must be reported promptly and truthfully with supporting evidence.
- Approval from department head/management is required before the loss is recognized legally or in accounts.
- Retain this form for auditing and future reference as per company policy.