

Official Inventory Loss Claim Form

1. Company & Location Details

Company Name

Location (Branch/Department)

Date of Claim

2. Reporting Officer Details

Name

Designation

Contact Information

3. Inventory Loss Details

Date of Loss

Type of Loss

 Select

Description of Circumstances

4. List of Lost Inventory Items

Item Description	Item Code	Quantity	Unit Value	Total Value

Total Claim Value

5. Declaration

I hereby declare that the details furnished above are true and correct to the best of my knowledge, and that the reported inventory loss has been duly verified.

Reporting Officer's Signature

Date

Authorized Manager's Signature

Important Notes

- All fields must be completed accurately in order to process the claim.
- Attach supporting documents (inventory records, incident report) with this form.
- False or misleading information may result in disciplinary action.
- This form should be submitted to the relevant department head or inventory control team.
- Keep a copy of the completed form for your records.