

Inventory Shrinkage Report

Date: 2024-06-27

Report No.: SIR-2024-0031

Location: Main Warehouse

Prepared by: Jane Doe

Department: Inventory Management

Supervisor: John Smith

Summary of Shrinkage

Item Code	Item Description	Recorded Qty	Actual Qty	Shrinkage Qty	Unit	Unit Cost	Total Loss Value	Remarks
SKU-1001	Widget A	120	117	3	pcs	\$6.00	\$18.00	Missing after audit
SKU-1013	Gadget X	250	248	2	pcs	\$12.00	\$24.00	Damaged
Total Loss Value:							\$42.00	

Details & Investigation

Shrinkage discovered during routine stock audit conducted on 2024-06-26. All discrepancies were recounted and confirmed by two team members. Possible contributing factors include misplacement or minor theft. Damaged item verified and isolated for disposal.

Corrective Actions

- Implement stricter stockroom access controls.
- Increase frequency of spot checks and routine audits.
- Provide refresher training for stockroom staff on handling procedures.

Important Notes:

- Document all discrepancies in inventory promptly and accurately.
- Review and investigate all shrinkage incidents to identify root causes.
- Maintain supporting documents and evidence (photos, audit sheets) as attachments.
- Submit and retain report copies as required by internal policies and audits.