

Store Inventory Loss Notification

Date of Notification: 2024-06-20
Document Ref No.: INVLOSS-2024-074
Store Location: Main Branch - Downtown
Prepared By: Sarah Mitchell
Position: Inventory Supervisor

Summary of Inventory Loss

Loss Discovery Date: 2024-06-18
Loss Type: Theft
Detected By: Stock Audit

Details of Lost Items

Item Description	SKU	Quantity	Unit Cost	Total Loss
Bluetooth Headphones	BH-2345	10	\$40.00	\$400.00
Wireless Mouse	WM-8790	15	\$18.00	\$270.00
External Hard Drive 1TB	HD-5302	5	\$65.00	\$325.00
			Total Inventory Loss:	\$995.00

Brief Description of Incident

During a routine stock audit conducted on June 18, 2024, discrepancies were discovered in the electronics section. Investigation suggests the items were stolen between June 15 and June 18, 2024. Security footage review and staff interviews are ongoing. Loss has been reported to the store manager and the local authorities.

Supervisor's Signature: _____ Date: _____

Important Notes:

- All inventory losses must be documented and reported promptly to management.
- Attach any supporting evidence (e.g., audit report, incident photos, CCTV screenshots).
- This document may be required for insurance claims and internal investigations.
- Keep a copy of this notification for audit and compliance purposes.
- Immediate action should be taken to prevent future occurrences.