

# Warehouse Inventory Adjustment for Loss Form

Date

Form ID / Reference No.

Warehouse Location

Reported By

Department

## Inventory Loss Details

Item Code	Description	Unit	Qty Lost	Current Stock	Reason for Loss
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Detailed Description of Loss / Incident

Supervisor Approval

Date

Inventory Manager Approval

Date

### Important Notes:

- All loss adjustments must be supported by valid documentation and approval.
- Clearly state the reason for inventory loss for accurate record-keeping.
- Form must be submitted to Inventory & Finance departments after completion.

- Only authorized personnel should approve inventory loss adjustments.
- Retain copies of this form for audit and compliance purposes.