

Asset Discrepancy and Resolution Report

Report ID:

Date:

Prepared By:

Department:

Location:

Asset Details

Asset ID / Code	Description	Category	Current Holder	Recorded Location

Discrepancy Details

Type of Discrepancy	Description	Date Identified	Identified By

Investigation Summary

Resolution Actions

Action Taken	Responsible Person	Date Completed	Status

Remarks / Comments

Verified By:

Verification Date:

Important Notes

- This report should be completed immediately upon identification of any asset discrepancy.
- Supporting documents or evidence should be attached where available.
- All actions and investigation details must be documented clearly for audit purposes.
- Follow company policy and escalation procedures for unresolved discrepancies.