

# 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.