

Asset Damage/Loss Declaration

Declaration No.	_____
Date	_____
Reported By	_____
Department / Unit	_____

Asset Details

Asset Name	_____
Asset Tag / Serial No.	_____
Asset Description	_____
Asset Location	_____
Date of Damage/Loss	_____

Description of Damage or Loss

Cause (if known)

Action Taken / Remarks

Declarations and Approvals

Declared By (Name & Signature)	_____
Date	_____
Reviewed By (Name & Signature)	_____
Date	_____
Management Approval (Name & Signature)	_____
Date	_____

Important Notes

- All information provided must be accurate and complete to the best of your knowledge.
- Supporting documents (e.g., photos, witness statements) should be attached where applicable.
- This form is subject to review and verification before final resolution.
- False declarations may result in disciplinary action.