

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.