

Financial Loss/Damage Report

1. Report Information

Report Number:

e.g., FLD-2024-001

Date of Report:

Reported By:

Full Name

Department / Position:

Department / Position

2. Incident Details

Date and Time of Incident:

Location:

Location of incident

Description of Incident:

Describe the nature of financial loss/damage, causes, and relevant circumstances

3. Financial Details

Type of Loss/Damage:

Cash, Asset, Inventory, Other

Estimated Amount of Loss/Damage (in USD):

Breakdown (if applicable):

Item/Account	Description	Estimated Loss (USD)
e.g., Laptop	e.g., Damaged in fire	

4. Actions Taken

Immediate Actions Taken:

Describe mitigation, notifications, or corrective actions

Reported to (names/titles):

Who else was informed or involved?

5. Declaration

Signature:

(Name/Signature)

Date:

Important Notes:

- This report must be completed accurately and submitted promptly after discovery of loss/damage.
- Attach supporting evidence (receipts, photos, witness statements) whenever possible.
- False or misleading reports may result in disciplinary action.
- Follow all applicable organizational policies for incident reporting and investigation.
- Keep a copy of this document for your records.