# DAILY INVENTORY SHRINKAGE & SPOILAGE RECORD

**Date:**
**Location/Dept:**
**Recorded By:**
**Manager Sign-off:**

| ITEM CODE / SKU | DESCRIPTION | QTY LOST | UOM | UNIT COST | TOTAL VALUE | REASON CODE | DISPOSITION |
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| **Total Daily Loss:** | | | | | | | |

PREPARED BY (SIGNATURE)

AUTHORIZED BY (SIGNATURE)