

RETAIL STOCK DEVALUATION LEDGER

Inventory Write-Down Record

COMPANY NAME:

DEPARTMENT/STORE:

LEDGER PERIOD/DATE:

DOCUMENT REF NO:

AUTHORIZED BY:

REASON CATEGORY:

ITEM CODE / SKU	DESCRIPTION	QTY ON HAND	ORIG. COST (UNIT)	NEW COST (UNIT)	TOTAL ORIG. COST	TOTAL NEW COST	WRITE-DOWN AMT	REASON / REMARKS
TOTAL								

PREPARED BY (INVENTORY CUSTODIAN)

REVIEWED BY (FINANCE / CONTROLLER)

AUTHORIZED APPROVAL (MANAGEMENT)