

INVENTORY WRITE-OFF

SHRINKAGE & SPOILAGE LEDGER

Facility / Location

Department

Reporting Period

TOTAL SHRINKAGE QTY

TOTAL SPOILAGE QTY

TOTAL WRITE-OFF VALUE

RECOVERY / SCRAP VALUE

TOTAL

PREPARED BY (INVENTORY CUSTODIAN)

REVIEWED BY (OPERATIONS MANAGER)

APPROVED BY (FINANCE/CONTROLLER)