

INVENTORY SHRINKAGE & SPOILAGE LEDGER

Loss Tracking & Discrepancy Record

FACILITY / LOCATION

DEPARTMENT / SECTION

PERIOD (FROM - TO)

DATE	ITEM NO. / SKU	DESCRIPTION	LOSS TYPE*	QTY LOST	UNIT COST	TOTAL VALUE	REASON / ACTION TAKEN	RECORDED BY
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Total Losses:

* Loss Type Examples: S = Spoilage, D = Damage, T = Theft, E = Administrative Error, O = Other

PREPARED BY (INVENTORY CUSTODIAN / DATE)

APPROVED BY (WAREHOUSE MANAGER / DATE)