

INVENTORY LOSS & WASTAGE LOG

Shrinkage, Spoilage, Damage, & Discrepancy Ledger

FACILITY / LOCATION _____

DEPARTMENT _____

DATE RANGE (FROM - TO) _____

LOGGED BY (NAME & TITLE) _____

| DATE | ITEM SKU/ID | DESCRIPTION | CATEGORY OF LOSS | QTY LOST | UOM | UNIT COST (\$) | TOTAL VALUE (\$) | REASON / ACTION TAKEN |
|------|-------------|-------------|------------------|----------|-----|----------------|------------------|-----------------------|
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Total Spoilage Value: _____

Total Shrinkage/Theft: _____

Total Other Loss: _____

TOTAL NET LOSS: _____

PREPARED BY (SIGNATURE & DATE) _____

AUTHORIZED SUPERVISOR (SIGNATURE & DATE) _____