



**GERMAN-MALAYSIAN INSTITUTE
Loss Item Form**

Department : _____

Departmental Reference : _____

No.	Tag No.	Description	Serial No.	Quantity
Date of Purchase		Purchased Price (RM)		Net Book Value
		per unit	Total	

Detail on Lost Item:

Date Lost	Location	Person in-charge	Remarks/Report

Reported by: Name: _____ Designation: _____ Date: _____	Verified by: <hr/> Head of Department Date: _____
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Classification of Assets: <table border="1"> <tr> <td> </td> <td>Fixed Asset (Value RM2,000 and above)</td> </tr> <tr> <td> </td> <td>Inventory (Value Below RM2,000)</td> </tr> </table>		Fixed Asset (Value RM2,000 and above)		Inventory (Value Below RM2,000)	Need for Police Report: <table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	YES	NO		
	Fixed Asset (Value RM2,000 and above)								
	Inventory (Value Below RM2,000)								
YES	NO								