**[A picture containing text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11311&utm_source=integrated+content&utm_campaign=/content/inventory-form-templates&utm_medium=Inventory+Write-Off+Form+doc+11311&lpa=Inventory+Write-Off+Form+doc+11311&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)INVENTORY WRITE-OFF FORM TEMPLATE**

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| **CLAIMANT NAME** | **SIGNATURE** | **PHONE** | **EMAIL** | **DATE OF CLAIM** |
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| **PREPARED BY** | **SIGNATURE** | **PHONE** | **EMAIL** | **DATE** |
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| **NO.** | **DESCRIPTION / CONDITION** | **COST NEW** | **AGE** | **NOTES (DEPARTMENTAL USE ONLY)** |
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