Vending Machine Control Sheet

**Name of School:**

**Name of Club:**

**Vending Machine Control Sheet**

**Fiscal Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Machine Number: Machine Location:

Number of items in the machine at the last count A

*(Report Line I from the previous report here on Line A)*

Date this report prepared:

Date of the last report:

Number of items in the machine on B

Date

Total number of items sold *(A minus B)*: C

Price of items sold: D

Cost of items sold *(C times D)*: E

Amount of cash taken from the machine: F
 *(This amount comes from the ASB Cash Count form)*

Difference between the amounts sold and cash count: G

Number of items added to the machine: H

Total number of items in the machine *(B plus H)*: I

 Report prepared by:

Signature, Title and Date

Items counted by:

Signature, Title and Date

Items counted by:

Signature, Title and Date

Submitted and Approved by:

 Student Club Representative:

 Signature, Title and Date

 Club Advisor:

Signature, Title and Date

 Principal/School Administrator:

 Signature, Title and Date

Recorded in ASB Student Council Minutes on:

 Date