

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