Vending Machine Inventory Log

Name of School:

Name of Club:

Vending Machine Inventory Log

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

Date this report prepared:

Machine Number:

Machine Location:

This inventory log is for the following item (e.g., soda, juice):

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Date
 | 1. Total Cost of Items Purchased
 | 1. Number of Items Purchased
 | 1. Cost per Item
 | 1. Number of Items Taken from Stock
 | 1. Inventory Balance
 |  | 1. Date of Inventory Count
 | 1. Number of Items in Inventory
 | 1. Initials of Persons doing Inventory
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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):

 Date