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 |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

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