Student Store Monthly Inventory Calculation

Name of School:

Name of Club:

Student Store Monthly Inventory Calculation

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

Inventory for the month of:

Date this report prepared:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Item: (e.g. pencil, paper) | |  |  |  |  |  |
| 1. Inventory Count from Last Month | 1. A |  |  |  |  |  |
| 1. Items Added During the Month |  |  |  |  |  |  |
|  | 1. B |  |  |  |  |  |
|  | 1. C |  |  |  |  |  |
|  | 1. D |  |  |  |  |  |
|  | 1. E |  |  |  |  |  |
|  | 1. F |  |  |  |  |  |
| 1. Total (A+B+C+D+E+F) | 1. G |  |  |  |  |  |
| 1. Less Total of Items Sold 2. (From Daily Sales Forms) | 1. H |  |  |  |  |  |
|  |  |  |  |  |  |
| 1. Difference (G minus H) | 1. I |  |  |  |  |  |
| 1. Inventory Count 2. (From Student Store Inventory) | 1. J |  |  |  |  |  |
|  |  |  |  |  |  |
| 1. Difference (I minus J) | 1. K |  |  |  |  |  |

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