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