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 (soda, juice, etc.):

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Total Cost of Items Purchased** | **Number of Items Purchased** | **Cost per Item** | **Number of Items Taken from Stock** | **Inventory Balance** |  | **Date of Inventory Count** | **Number of Items in Inventory** | **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