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:

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