|  |  |  |
| --- | --- | --- |
| NAME OF ORGANIZATION |  | INVENTORY PERIOD: |

|  |  |
| --- | --- |
| BEGINNING DATE OF INVENTORY: |  |
| ENDING DATE OF INVENTORY: |  |

 **REPORTS ARE DUE TO BOSO BY THE 5TH DAY OF EACH MONTH.**

INVENTORY AND SALES CONTROL WORKSHEET

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| NAME OF ITEM |  | BEGINNING INVENTORY | + | PURCHASES | = | TOTAL NUMBER FOR SALE | - | ENDING INVENTORY | = | NUMBER SOLD | X | SELLING PRICE | = | TOTAL SALES |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Deposits for this event should be made |  | DEPOSIT # |  | DEPOSIT AMOUNT |  | TOTAL SALES FOR PERIOD |  |  |
| no later than three days from  |  |  |  |  |  |  |  |  |
| the conclusion of the event. |  |  |  |  |  | TOTAL DEPOSITED FOR PERIOD |  |  |
|  |  |  |  |  |  |  |  |  |
| Deposits for this sale should not  |  |  |  |  |  | CASH OVER/SHORT FOR PERIOD |  |  |
| be combined with other club deposits. |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Deposits need to be made and recorded  |  |  |  |  |  |  |  |  |
| on this report prior to turning in to BOSO. |  |  |  |  |  |  |  |  |

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| ORGANIZATION OFFICER |  | MEMBER IN CHARGE OF OPERATION |

**\*ATTACH EXTRA SHEETS AS NEEDED.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| NAME OF ITEM |  | BEGINNING INVENTORY | + | PURCHASES | = | TOTAL NUMBER FOR SALE | - | ENDING INVENTORY | = | NUMBER SOLD | X | SELLING PRICE | = | TOTAL SALES |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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