

## Forms

### Vending Machine Control Sheet

(Name of School)

(Name of Club)

### Vending Machine Control Sheet

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

Machine Number: \_\_\_\_\_ Machine Location: \_\_\_\_\_

Number of items in the machine at the last count: \_\_\_\_\_  
(Report line I from the previous report here on line A)

Date of the last report: \_\_\_\_\_

Count of items in the machine on this day: B \_\_\_\_\_

Total number of items sold (*A minus B*): C \_\_\_\_\_

Price of items sold: D \_\_\_\_\_

Cost of items sold (*C times D*): E \_\_\_\_\_

Amount of cash taken from the machine:  
(*This amount comes from the ASB Cash Count Form*) F \_\_\_\_\_

Difference between the amount sold and cash count: G \_\_\_\_\_

Number of items added to the machine: H \_\_\_\_\_

Total number of items in the machine (*B plus H*): I \_\_\_\_\_

Report prepared by: \_\_\_\_\_  
Signature, Title and Date

Signature of person counting items: \_\_\_\_\_

Signature of person counting items: \_\_\_\_\_

Verified by ASB bookkeeper: \_\_\_\_\_  
Signature, Title and Date

Club Advisor: \_\_\_\_\_  
Signature, Title and Date

Site Administrator or Designee: \_\_\_\_\_  
Signature, Title and Date

Presented to ASB on: \_\_\_\_\_  
Signature, Title and Date

