

Forms

Student Store Daily Sales Form

(Name of School)
(Name of Club)

Student Store Daily Sales Form

Fiscal Year: _____

Item:					
Number Sold					
Unit Price					
Total Dollar Value of Units Sold					

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Number Sold					
Unit Price					
Total Dollar Value of Units Sold					

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Number Sold					
Unit Price					
Total Dollar Value of Units Sold					

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Number Sold					
Unit Price					
Total Dollar Value of Units Sold					

Reconciliation of daily sales to the cash collections:

Total dollar value of units sold: _____

Total cash collected: _____

Difference: _____

Sales log prepared by: _____ Date: _____

Student Store Daily Inventory Log

(Name of School)

(Name of Club)

Student Store Daily Inventory Log

Fiscal Year: _____

Item:						
Total Number Counted:						
Item:						
Total Number Counted:						
Item:						
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Item:						
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Item:						
Total Number Counted:						

Inventory prepared by: _____ Date: _____

Student Store Monthly Inventory Calculation

(Name of School)

(Name of Club)

Student Store Monthly Inventory Calculation

Fiscal Year: _____

Inventory for the month of: _____

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					

Inventory prepared by: _____

Date: _____

Student Store Sales and Inventory Reconciliation Worksheet

(Name of School)

(Name of Club)

Student Store Sales and Inventory Reconciliation Worksheet

Fiscal Year: _____

Beginning inventory at sales value: _____

Plus: Purchases made during period at sales value
(For example: You purchased 20 drinks at varying prices from Costco; however, you sell them all for \$1. Your addition to inventory would be \$20.)
Purchase values (maintain records for review including purchase invoice and item pricing):

Less: Deposits made during the period from sales: _____

Plus: Sales taxes included in deposits from sales: _____

Less: Documented surplus, destroyed, stolen, etc. inventory at sales value (maintain detailed records): _____

Equals: Inventory sales value to account for at end of period: _____

Physical count of inventory on hand at sales value: _____

Difference: _____

Notations regarding difference:

Inventory prepared by: _____

Date: _____