



INVENTORY AND OPERATING STATEMENT

SCHOOL _____ DATE INVENTORY TAKEN _____

ACTIVITY _____ PERIOD: _____ THROUGH _____

Total Sales Deposited	\$ _____	
Transfer from Depts. and/or Undeposited Cash Sales	_____	
Total Sales:		\$ _____
Cost of Sales:		
Beginning Inventory (at cost)	\$ _____	
Plus Purchases	_____	
Less Unpaid Bills from Previous Report	_____	
Less Rentals or Machine Payments	_____	
Total Purchases Applying to This Period	\$ _____	
Plus Unpaid Bills at End of This Period	_____	
Total Available for Sale	_____	
Less Unsold Items (Ending Inventory as Listed)	_____	
Cost of Sales		\$ _____
Gross Profit from Sales		_____
Less Rentals or Machine Payments (as shown above)		_____
	Net Profit or Loss	_____

INVENTORY				
Description	Unit Selling Prices	Number On Hand	Actual * Unit Cost	Extension at Cost

*For Soft Drink Vending Machines Use Invoice Cost Including Deposits for Bottles and Cases. Also Include Empties in Inventory (Attach Additional Pages of Inventory if Needed)

Total Inventory Valuation \$ _____

Inventory taken by _____ Principal _____

Report prepared by _____