|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ORGANIZATION: |  |  | TEACHER:  |   |
| VENDOR: |   |  | DATE: |   |
| PURPOSE FOR FUND RAISER: |   |
|   |
|  |  |  |  |  |  |  |  |
| **ITEM** | **BEGIN INVENTORY** | **UNITS RECEIVED** | **TOTAL MERCHANDISE** | **ENDING INVENTORY** | **UNITS SOLD** | **SELLING PRICE** | **EXPECTED RECEIPTS** |
|   |   |   |  |  |  |  |  |
|   |   |   |  |  |  |  |  |
|   |   |   |  |  |  |  |  |
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|   |   |   |  |  |  |  |  |
|   |   |   |  |  |  |  |  |
|   |   |   |  |  |  |  |  |
| **TOTAL EXPECTED RECEIPTS** |  |
|  |  |
|  |  |  |  |  |  |  |  |
| (If Total Expected Receipts do not equal Total Actual Receipts explain |  |   | **ACTUAL MASTER RECEIPTS** |   |
|  any differences in the REMARKS section below.) |  | **MASTER RECEIPT DATE** | **RECEIPT NUMBER** | **RECEIPT AMOUNT** |
|   |  |  |   |  |
|   | Total Actual Receipts: |  $ -  |  |   |  |   |
|   | Total Expected Receipts: |  $ -  |  |   |   |   |
|   | OVER/UNDER: |  $ -  |  |   |   |   |
| REMARKS:  |  |  |  |  |   |   |   |
|  |  |  |
|  |  |  |
| Vendor: |   |  |   |   |   |
| Amount Of Invoice: |   |   |  |   |   |   |
| Actual Receipts Minus Amount of Invoice= |  |   |   |   |
| **TOTAL PROFIT MADE:**  |  $ -  |  |   |   |   |
|   |   |   |   |  |   |   |   |
| Signature |   |  |   |   |   |
| Date:  |   |   |  |   |   |   |
| :  |   |   |  |   |   |   |
| 1) Use additional paper for more receipts and/or more items of merchandise. |  |   |   |   |
| 2) Record all Merchandise offered for sale including donated items. |  |   |   |   |
| 3) Record only items actually sold (i.e. Popcorn bags NOT popcorn, flowers Not ribbon). |  |   |   |   |
|  |   |   |   |
| **TOTAL ACTUAL RECEIPTS** |   |

