|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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** | | | | | | | |  |

