

Date: _____

ACCOUNTABLE ITEMS REVIEW

Number: _____

_____ School

Time Frame of Report: _____

DESCRIPTION: _____

Beginning Inventory

Purchases

Subtotal

Complimentary Distributions
Per School Board Policy:

Athletic Teams _____

Staff Meetings _____

Awards _____

Other _____

Total

_____(_____)_____

Total Eligible for Sale

Ending Inventory

_____(_____)_____

Items Sold

Sale Price

\$

Projected Revenue (Items Sold @ Sale Price)

\$ _____

Actual Amount Received

\$ _____

Difference

\$ _____

Signed: _____

Title: _____