

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: \_\_\_\_\_