Merchandise Inventory and Sales Form

Date: _____ Starting Change: _____

Product	# of items to start	+ Additions	= # of items left	- # of items distributed *	- # of items sold	Selling Price	TOTAL # sold X selling price
TOTAL							
***Less: Value of free items given away**							
TOTAL SALES							

Deposit Dates Amount

_____

_____

Difference between Deposit and Sales totals Any difference

SIGNATURE OF PERSON(S) IN CHARGE:

_____

_____

MONEY RECAP		
Bills	**Quantity**	**Amount**
$100 bills		
$50 bills		
$20 bills		
$10 bills		
$5 bills		
$1 bills		
Coins		
TOTAL		
Check		

* Explain purpose of items distributed (given away, disposed, etc.)

but not sold: _____

_____