

## STUDENT ORGANIZATIONS MERCHANDISE SALES REPORT

This form is provided for organizations to document sales revenue and merchandise inventories.

**INSTRUCTIONS For Completing this Form:**

Section One should be completed and signed by two members before the sale begins. Section Two is to be completed and signed by two members at the conclusion of the sales event. This report, when completed, should be retained by the treasurer and filed in the organization's financial record book. This information will help provide internal control of the club's assets and documentation for financial audits.

\_\_\_\_\_  
NAME OF ORGANIZATION

\_\_\_\_\_  
DATE OF EVENT

\_\_\_\_\_  
LOCATION OF EVENT

\_\_\_\_\_  
TYPE OF EVENT

**SECTION 1) INVENTORY INFORMATION: COMPLETE PRIOR TO SALE**

MERCHANDISE	QUANTITY	PRICE	TOTAL VALUE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL VALUE OF MERCHANDISE			(A) \$ _____

The beginning inventory and total merchandise has been counted and verified by the officer and BASS staff named below.

\_\_\_\_\_  
Club Officer

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

X2102

\_\_\_\_\_  
BASS Office

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

**SECTION 2) SALES RECONCILIATION: COMPLETE AT CONCLUSION OF SALE.**

UNSOLD MERCHANDISE	QUANTITY	PRICE	TOTAL VALUE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL VALUE OF UNSOLD MERCHANDISE			(B) \$ _____
TOTAL MERCHANDISE SALES LINE A - LINE B = LINE C			(C) \$ _____

**DEPOSIT RECORD:**

DATE

AMOUNT

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TOTAL DEPOSIT FOR THIS EVENT  
LINE D - LINE C =

(D) \$ \_\_\_\_\_  
\$ \_\_\_\_\_

CASH OVER/SHORT EXPLAIN BELOW:

\_\_\_\_\_

The Sales reconciliation information, deposit record, and ending inventory have been reviewed and verified by the officers and BASS staff member named below. Completed reports must be retained in the Club's financial record book as back-up documentation.

\_\_\_\_\_  
Club Officer

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

\_\_\_\_\_  
Member in Charge of Sale

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

BASS 3/00 BASS Comments: \_\_\_\_\_