Org. Name:	
Org. ID:	
Event:	
Event Date(s):	

SABS INVENTORY SHEET

BEFORE THE SALE:

1. **List each different item to be sold in Column 1 (Description of Item(s) Sold)**

2. **For each item--enter the number available for sale in Column A (Beginning Inventory)**

3. **For each item--enter the sale price in Column D (Sale Price of Item(s) Sold)**

AFTER THE SALE:

1. **Enter the remaining number of items in Column B (Ending Inventory)**
   (Ending Inventory = items not sold, including items given away and items thrown away)

2. **Number of Item(s) Sold will auto-populate in Column C**

3. **Total Amount Collected per Item will auto-populate in Column E**

4. **The total of all items in Column E will auto-populate on Line F**

Description of Item(s) Sold	Beginning Inventory	Ending Inventory	Number of Item(s) Sold	Sale Price of Item(s) Sold	Total Amount Collected per Item
1	**A**	**B**	**C**	**D**	**E**
	____ - ____		= ____ X	____ =	____
	____ - ____		= ____ X	____ =	____
	____ - ____		= ____ X	____ =	____
	____ - ____		= ____ X	____ =	____
	____ - ____		= ____ X	____ =	____
	____ - ____		= ____ X	____ =	____
				F	

AT END OF EVENT:

Enter amount of money on hand (including change fund) - Line G*   **G**

Enter amount of Change Fund (if applicable) - Line H*   **H**

Money collected from sale will auto-populate (G - H) - Line I*   **I** =

Enter amount from Line F (above) - Line J*   **J** -

Variance (Over/(Under) -- It's OK to have a difference! - Line K*   **K** =