

# ASB MASTER INVENTORY LIST FOR FUNDRAISER (include all purchased and donated items)

School \_\_\_\_\_ Account# \_\_\_\_\_

Employee responsible for maintaining this inventory list \_\_\_\_\_  
print name

Purchase order number(s) \_\_\_\_\_

Type of merchandise \_\_\_\_\_  
(candy bars, suckers, sweatshirts, etc)

Total number of purchased items \_\_\_\_\_

Total number of donated/free items \_\_\_\_\_

Grand Total number of items \_\_\_\_\_

Date	Name of employee (Print)	# of items issued	# of items returned	Employee Signature
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	<b>Total:</b>			

This is to be kept for audit purposes with all other fundraiser information

**Ending Inventory** \_\_\_\_\_

\_\_\_\_\_  
 Signature of Employee responsible for maintaining inventory