

### Accountable Items Review

Date: \_\_\_\_\_

Number: \_\_\_\_\_

\_\_\_\_\_ School

Time Frame of Report: \_\_\_\_\_

Item Description: \_\_\_\_\_

Beginning Inventory Quantity \_\_\_\_\_

Purchased Quantity \_\_\_\_\_

Available Quantity \_\_\_\_\_

Complimentary Distributions  
per School Board Policy:

Students \_\_\_\_\_

Referees \_\_\_\_\_

Workers \_\_\_\_\_

Awards \_\_\_\_\_

Staff Meetings \_\_\_\_\_

Other \_\_\_\_\_

Total Free Quantity \_\_\_\_\_

Total Available for Sale \_\_\_\_\_

Ending Inventory Quantity \_\_\_\_\_

Quantity of Items Sold \_\_\_\_\_

Selling Price of Item \$ \_\_\_\_\_

Projected Revenue \$ \_\_\_\_\_

Actual Revenue \$ \_\_\_\_\_

Difference \$ \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_