

INDIVIDUAL STUDENT CHECKOUT SHEET

Student Name: _____

Page No. _____

Activity: _____

Date	Student Signature	Type of Merchandise	(A) Quantity Checked Out	(B) Quantity Returned	Quantity Sold (A-B)	Money Turned In
TOTALS						

Final Reconciliation

Total Sold: (Quantity x Item Price) \$ _____
 Total Money Turned In \$ _____
 Difference (Money Owed) \$ _____

Signatures

Advisor: _____

Student: _____

Date: _____

Note: Many vendors provide forms to account for merchandise sold, returned, and money turned in. These forms are acceptable to use. The advisor should give these forms or the above sheet to the ASB Bookkeeper along with the final reconciliation of the fundraiser.