

 <p>ASB PROCEDURES MANUAL</p>	<h1>INVENTORY</h1>	<p>REVISED 10/18</p>
---	--------------------	---------------------------------

Note: Also See Ticket Sales and Student Stores

INTRODUCTION

These procedures should be followed for student stores, vending machines and any product sales including fundraisers. **Inventory is also required for sports equipment and uniforms.** Inventory for athletic equipment and uniforms must be performed, at the minimum, on an annual basis by either the coaches or the Athletic Director. Contact the District Athletic Director for inventory procedures.

PROCEDURES

A. Order and Receipt of Goods

All merchandise must be ordered on a district ASB purchase order or by an ASB purchasing card. See the Purchasing section for details. For internal control, and educational purposes, the estimated value of inventory should be included in building the ASB budget.

When merchandise is received, a comparison should be made between the items received and the packing slip or invoice, noting differences in quantity, color or size and any damage. A designee at the school should contact the vendor if there are any discrepancies.

B. Safeguarding Assets

School inventory should be stored in a locked, secured area immediately upon receipt. Do not leave the inventory unattended when the storage area is unlocked.

Only a limited number of people should have keys to the inventory storage area. Designated persons assigned keys to the storage area cannot hand over the keys to anyone for any reason.

If designated people who had responsibility for keys and combinations leave the district, locks should be changed in areas with a high turnover of product.

 <p>ASB PROCEDURES MANUAL</p>	<h1>INVENTORY</h1>	<p>REVISED 10/18</p>
---	--------------------	---------------------------------

C. Reconciliation

1. A physical inventory of resale items should be performed monthly. Inventory can be taken less frequently for small operations like those in an elementary school. The frequency of taking inventory must be increased if significant shortages are discovered.
2. Complete an Inventory Reconciliation (Profit/Loss) Form (see below)
 - Start with beginning inventory, add purchases made during the month (from vendor invoices), and deduct ending inventory. This figure should represent the quantity of items sold. To reconcile the quantity sold to actual cash deposits, extend the quantity sold by the selling price. This total figure should equal the cash deposited.
 - All differences must be explained in writing and signed in ink.
 - Profit/Loss Forms should be submitted to the principal or assistant principal for review at the end of each physical inventory. Originals will be retained at the building site.
 - If the inventory is for a fundraiser, the Profit/Loss Form should be kept with the final fundraising reconciliation in the club's fundraiser file.

SURPLUS INVENTORY (RCW 28A-335-180)

For information on District surplus policy and procedure for ASB items, equipment and uniforms see policy and regulation 6881 and for more information:

<https://www.puyallup.k12.wa.us/cms/One.aspx?portalId=141151&pageId=161940>

Contact the Purchasing Department with any questions.



**ASB
PROCEDURES
MANUAL**

INVENTORY

**REVISED
10/18**

Profit/Loss Form Formula

STUDENT STORE
PROFIT/LOSS FORM
For the Period Ending

Sales (total "Z" key)		\$	A
Beginning Inventory (At Cost)	\$	B	
+ Purchases (See Vendor Invoices)	\$	C	
- Spoilage (Items Thrown Away)	\$	D	
= Goods Available for Sale	\$	$E = B + C - D$	
- Ending Inventory (At Cost)	\$	F	
= Inventory Sold (COGS)		\$	$G = E - F$
Net Profit/Loss (Gross Profit/Loss)		\$	$A - G$
Net Profit/Loss (Gross Profit/Loss) %		%	$I = H / A$

Gross profit/loss percentage:

profit/loss divide by total revenues equals gross profit percentage



**ASB
PROCEDURES
MANUAL**

INVENTORY

**REVISED
10/18**

Profit/Loss Form with Sample Data

STUDENT STORE
PROFIT/LOSS FORM
For the Period Ending

Sales (total "Z" key)	\$25.00	(25 Candy Bars Sold @ \$1.00 each)
Beginning Inventory (At Cost)	\$50.00	(Physical count = 100 candy bars at a cost of .50 each)
+ Purchases (See Vendor Invoices)	\$10.00	(Purchased 20 more candy bars @ .50 each)
- Spoilage (Items Thrown Away)		
= Goods Available for Sale	\$60.00	(120 candy bars at .50 each)
- Ending Inventory (At Cost)	<u><\$ 47.50></u>	(Physical count = 95 candy bars)
= Inventory Sold (COGS)	<u>\$12.50</u>	
Net Profit/Loss (Gross Profit/Loss)	<u>\$12.50</u>	
Net Profit/Loss (Gross Profit/Loss) %	<u>50%</u>	(Should be close to markup of sold items)

Gross profit/loss percentage:

profit/loss divide by total revenues equals gross profit percentage

Example:

The student store sells candy bars for \$1.00 each; the candy bars are purchased for \$.50 each from their vendor. 50% markup.