DISTRICT SCHOOL BOARD OF PASCO COUNTY
INTERNAL/STUDENT ACTIVITY ACCOUNTS
YEAR END INVENTORY

MIS Form # 161
Rev. 02/19

___Concession Stand ___School Store ___Textbooks
(Choose One Option)

SCHOOL: _____YEAR: _____

Inventory that is on hand as of June 30th must be listed below. The unit cost is the invoice price NOT the resale price. Two people are responsible for taking the inventory count and signing below. The person in charge of the inventory cannot be involved in the inventory process.

Quantity	Description of Item	Unit Cost	Total
			$
			$
			$
			$
			$
			$
			$
			$
			$
			$
			$
			$
			$
			$
			$
			$
			$
			$
			$
			$
			$
			$
		Total	$

I certify that the above is a true and correct inventory on hand for resale.

Printed Name of 1st Person Taking Inventory _____

Signature of 1st Person Taking Inventory _____ Date_____

Printed Name of 2nd Person Taking Inventory _____

Signature of 2nd Person Taking Inventory _____Date _____

The completed form is retained by the Bookkeeper.