



FUNDRAISER MERCHANDISE CHECK OUT SHEET

Student Name: _____

Activity: _____

Date	Student Signature	Checked out	Returned	Sold	\$\$\$\$
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.