

**VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF CHARITABLE AND REGULATORY PROGRAMS
STOREROOM INVENTORY ISSUE FORM – INSTANT BINGO/SEAL CARDS/PULL-TABS**

INSTRUCTIONS

- When To Use:** Use this particular form to record and track all instant bingo/seal cards/pull-tabs deals that have been issued from the organization's storeroom for the upcoming bingo session.
- Organization:** Fill in the official name of the organization.
- Session Date:** Fill in the date of the upcoming bingo session.

Enter the following information for each type of instant bingo/seal card/pull-tab deal that has been issued from the organization's storeroom for the upcoming bingo session. Remember to use a separate line for each type of instant bingo/seal card/pull-tab deal.

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|-----------------|--------------------------|---|
| Column A | <i>Deal Name</i> | Enter the name of the instant bingo/seal card/pull-tab deal. |
| Column B | <i>Form Number (#)</i> | Enter the form number of the instant bingo/seal card/pull-tab deal. |
| Column C | <i>Serial Number (#)</i> | Enter the serial number of the instant bingo/seal card/pull-tab deal. |
| Column D | <i>Issued</i> | Check the box to indicate that the instant bingo/seal card/pull-tab deal was issued from the organization's storeroom for the upcoming bingo session. |
| Column E | <i>Returned</i> | Check the box to indicate that the instant bingo/seal card/pull-tab deal was returned to the organization's storeroom at the conclusion of the bingo session. |
| Column F | <i>Sold</i> | Check the box to indicate that the instant bingo/seal card/pull-tab deal was completely sold during the bingo session. |