

VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
 OFFICE OF CHARITABLE AND REGULATORY PROGRAMS  
 STOREROOM INVENTORY FORM - PAPER

INSTRUCTIONS

**When To Use:** Use this particular form to track the organization's paper gaming supplies that are received by the supplier, stocked in the storeroom and permanently removed from the storeroom on a perpetual basis.

For improved tracking, the organization needs to use a separate form for each type of paper that is stocked in the storeroom and the form needs to be maintained on the premises on where the bingo session is being conducted by the organization.

**Organization:** Fill in the official name of the organization.

**Page Number (#):** Fill in the page number.

**Paper Description:** Fill in the particular type of paper that is being inventoried (WTA, Jackpot, etc.)

**Supplier:** Fill in the name of the supplier who furnished the particular type of paper.

**Unit:** Fill in the unit of issue, which would be card, pack or sheet.

**Number (#) of Faces Per Sheet** Fill in the number of faces per a sheet for the particular type of paper.

**Number (#) of Sheets Per Pack** Fill in the number of sheets per a pack for the particular type of paper.

<b>Column A</b>	<i>Invoice Number (#)</i>	Enter the invoice number of the particular type of paper that was received from the supplier.
<b>Column B</b>	<i>Serial Number (#)</i>	Enter the serial number of the particular type of paper that was received from the supplier.
<b>Column C</b>	<i>Received In – Date</i>	Enter the date of the invoice in which the particular type of paper was received from the supplier.
<b>Column D</b>	<i>Received In – Quantity</i>	Enter the total quantity of the particular type of paper that was received from the supplier that corresponds to Column B (Serial Number).
<b>Column E</b>	<i>Transacted – Date</i>	Enter the date of the bingo session in which the particular type of paper was sold.
<b>Column F</b>	<i>Transacted – Quantity</i>	Enter the total quantity of the particular type of paper that was either sold or damaged during the bingo session that corresponds to Column B (Serial Number).
<b>Column G</b>	<i>Balance On Hand</i>	Enter the total quantity of the particular type of paper that remains in the storeroom that corresponds to Column B (Serial Number).
<b>Column H</b>	<i>Volunteer Initials</i>	Enter the initials of the volunteer who is completing the storeroom inventory form for paper (Form 109-A).