

**EXHIBIT O**

**New Mexico State University**  
*University Accounts Receivable*  
**Inventory and Sales Control Worksheet**

Name of Department/Activity \_\_\_\_\_  
 \_\_\_\_\_

Inventory Period: \_\_\_\_\_

Beginning date of Inventory (mm/dd/yyyy): \_\_\_\_\_

Ending date of Inventory (mm/dd/yyyy): \_\_\_\_\_

Name of Item	Beginning Inventory	+ Purchases (A)	= Total Number for Sale	- Ending Inventory (B)	= Number Sold	X Selling Price	= Total Sales

(A) The quantity of purchases should be verified to the actual back-up purchase documentation to ensure accuracy of inventory items available for sale.

(B) The quantity of the ending inventory needs to be entered as a negative number for the computation to work correctly.

CRV#	Deposit Amount
_____	_____
_____	_____
_____	_____
_____	_____
Total deposited for the period	_____

Total Sales for Period	_____
Total Deposited for Period	_____
Over/Short for Period	_____

INV\_SALES\_CONTROL  
 Rev. 03/10/2006

\_\_\_\_\_  
 Signature of Staff Member Preparing Above Information      Date

\_\_\_\_\_  
 Signature of Staff Member Verifying Above Information      Date