

**Oklahoma City Public Schools**  
*Student Store, Concessions, T-Shirts Inventory Process*

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## **Inventory**

- *(as needed)* An efficient control over inventory in a concession or student store is essential for a profit-making fundraiser. A process properly tracking the purchase and sale of items establishes an efficient control over inventory.
- *(each time)* Concession inventory forms should be completed after every concession.
- *(monthly)* Student store inventory and T-shirt inventory sheets should be completed on a monthly basis. Keeping track of concession, student store, and t-shirts inventory is mandatory.
- *(monthly)* File inventories with your monthly paperwork at your school site.
- Complete “SAF Fundraiser Inventory – Profit and Loss” form for each fundraiser completed (*see Inventory / Profit & Loss Form with instructions in the forms section of this procedure*).

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Forms associated with this process are available in the forms section of this process on the School Finance Resource Page (SFRP)  
Forward questions to [activityfunds@okcps.org](mailto:activityfunds@okcps.org)