

### CUPBOARD INVENTORY FORM

Column A: Cupboard Inventory; physically count all the cupboard inventory, cases and single packages.

Column B: Planned Orders; Use the report "Planned Order Report" and enter totals.

Column C: Cupboard Request, to restock your cupboard, enter in full cases.

*\*All cupboard request are managed by Council, and may change due to availability, planned orders and inventory forecast.*

**Complete and Submit to GSCCS Council on Monday, by 8:00 am**

**EMAIL: [customercare@girlscoutscs.org](mailto:customercare@girlscoutscs.org).**

Service Unit: \_\_\_\_\_

Date: \_\_\_\_\_

Cupboard Manager: \_\_\_\_\_

Phone #: \_\_\_\_\_

Cupboard Address: \_\_\_\_\_

City: \_\_\_\_\_

COOKIE PRODUCT	A. CUPBOARD PHYSICAL INVENTORY		B. PLANNED ORDERS	C. CUPBOARD REQUEST
	CASE	PKG	CASE	CASE
ADVENTUREFULS				
TOAST-YAY!				
LEMONADES				
TREFOILS				
THIN MINTS				
PEANUT BUTTER PATTIES				
CARAMEL deLITES				
PEANUT BUTTER SANDWICH				
CARAMEL CHOCOLATE CHIP (GFC)				
<b>Cupboard Manager Signature:</b>				

*For Council Use Only*

Approved By: \_\_\_\_\_

ABC Transfer Order Number: \_\_\_\_\_ Warehouse: \_\_\_\_\_