

**VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
OFFICE OF CHARITABLE AND REGULATORY PROGRAMS  
STOREROOM INVENTORY ISSUE FORM – PAPER**

**INSTRUCTIONS**

- When To Use:** Use this particular form to record and track all bingo paper cards/packs/sheets 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.
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Enter the following information for each type of bingo paper card/pack/sheet that has been issued from the organization's storeroom for the upcoming bingo session. Remember to use a separate line for each type of bingo paper card/pack/sheet.

- |                 |                                       |                                                                                                                                 |
|-----------------|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| <b>Column A</b> | <i>Type of Paper</i>                  | Enter the type of paper (i.e., 12 ON WTA, 9 ON Jackpot, 6 ON 18 UP Pack, 8 ON Sheet, 3 ON Bonanza, 5 ON Early Bird, etc.).      |
| <b>Column B</b> | <i>Serial Number (#)</i>              | Enter the serial number of the type of bingo paper card/pack/sheet.                                                             |
| <b>Column C</b> | <i>Number (#) of Units Issued</i>     | Enter the number of units (cards/packs/sheets) issued from the organization's storeroom for the upcoming bingo session.         |
| <b>Column D</b> | <i>Number (#) of Units Returned</i>   | Enter the number of units (cards/packs/sheets) returned to the organization's storeroom at the conclusion of the bingo session. |
| <b>Column E</b> | <i>Number (#) of Units Transacted</i> | Enter the difference between Column C (# of Units Issued) minus Column D (# of Units Returned).                                 |