

**VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
OFFICE OF CHARITABLE AND REGULATORY PROGRAMS  
STOREROOM INVENTORY FORM – INSTANT BINGO/SEAL CARDS/PULL-TABS**

**INSTRUCTIONS**

**When To Use:** Use this particular form to track the organization's instant bingo/seal card/pull-tab gaming supplies that are received by the supplier, stocked in the storeroom and permanently removed from the storeroom on a perpetual basis.

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.

<b>Column A</b>	<i>Invoice Number (#)</i>	Enter the invoice number of the particular type of instant bingo/seal card/pull-tab deal that was received from the supplier.
<b>Column B</b>	<i>Invoice Date</i>	Enter the date of the invoice of the particular type of instant bingo/seal card/pull-tab deal that was received from the supplier.
<b>Column C</b>	<i>Supplier</i>	Enter the name of the supplier who furnished the particular type of instant bingo/seal card/pull-tab deal.
<b>Column D</b>	<i>Form Number (#)</i>	Enter the form number of the particular type of instant bingo/seal card/pull-tab deal that was received from the supplier.
<b>Column E</b>	<i>Deal Name</i>	Enter the name of the particular type of instant bingo/seal card/pull-tab deal that was received from the supplier.
<b>Column F</b>	<i>Serial Number (#)</i>	Enter the serial number of the particular type of instant bingo/seal card/pull-tab deal that was received from the supplier.
<b>Column G</b>	<i>Date Sold</i>	Enter the date of the bingo session in which the particular type of instant bingo/seal card/pull-tab deal was completely sold.
<b>Column H</b>	<i>Volunteer Initials</i>	Enter the initials of the volunteer who is completing the storeroom inventory form for instant bingo/seal cards/pull-tabs (Form 109-B).