APPENDIX C

SAMPLE INVENTORY RECORD FOR QUANTITY PURCHASES

<table>
<thead>
<tr>
<th>Item purchased:</th>
<th></th>
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<tbody>
<tr>
<td>Cost:</td>
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<tr>
<td>Number of items:</td>
<td></td>
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<tr>
<td>Reason for purchase:</td>
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</tbody>
</table>

Note: A separate inventory sheet should be prepared for each item purchased in quantity.

<table>
<thead>
<tr>
<th>Item Used (-)</th>
<th>Month/Year Item Used</th>
<th>Purpose and Name of Recipient(s)</th>
<th>Balance (+)</th>
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