

RESALE ITEMS

1. **OBTAINING THE ITEMS** – The Resale adviser responsible for resale goods shall prepare a list of needed inventory for sale at lodge events, including items required for conclaves - e.g. sashes and handbooks.

Once the list is prepared, the resale adviser contacts the Lodge Adviser or Lodge Staff Adviser who prepares a Council Purchase Order (PO). Merchandise can only be order from the Scout Shop or other sources with an approved purchase order. The P.O. will detail the items ordered, quantity ordered, cost per item and extended value. If shipping is extra, it should be noted if know are so noted as "...If known and so...". The P.O. also identifies the lodge account to which the charge will be posted.

2. **INVENTORY** – The resale adviser holds the supplies for the Lodge and keeps an accurate inventory. At the end of the year, the resale adviser will prepare a year-end inventory report listing all inventory items, quantity on hand, and extended value. This report should include inventory held by other persons - e.g. Chapter Advisers - with specifics noted.
3. **PRICING ITEMS** – All retail prices are multiplies by 1.04 and rounded up to the next higher quarter (\$.25).
4. **CHANGE** – The resale adviser responsible for resale goods supplies sufficient starter change (quarters and singles).
5. **RECORD KEEPING** – The resale adviser turns in all money collected after resale of the items to the Lodge Adviser or Treasurer Advised and updates the inventory after each sale.