**University Surplus Retail Stores**

**Monthly Sales Report**

Within three (3) business days after the last day of each month each authorized off-site retail store must submit this report via snail mail, fax or email.

**Location:** **For the Month of:**

**Contact Name:** **Phone:**

**Gross proceeds from all sales:**

**SSP Payment (5%): $**

Type of Sale: *(check box)* *[ ]* retail store sale, [ ]  book sale, [ ]  yard sale,

 [ ] auction or other *(explain)* :

Fixed assets must be accounted. If you sold fixed assets, you must attach a itemized list. Include asset #, description, and sale amount

Information can be mailed, faxed or emailed to:

NC State Surplus Property Agency, DOA

Attn: Ronda Lothringer

1310 MSC

Raleigh, NC 27699-1310

Phone: 919-854-1285

Fax: 919-854-2112

Ronda.Lothringer@doa.nc.gov

The report is only due once a month and payment is due once a month. If is not possible to limit the check payment to once a month, that is OK. Most likely the check number and payment dates will run a month behind the sales reporting information. So in September report you will record the August payment.

I look forward to working with everyone. If you have any questions please do not hesitate to call me or

Robert Riddle.