

Please use the electronic inventory sheets. You can download an inventory sheet from the website if you have Excel on your computer. The library computers have Excel on them if you don't mind using them. Following are the instructions to use this form.

1. Open the attachment with Excel and save the form to your hard drive. Use your name and Inventory in the file name (for example: "Grider Inventory2016"). This is important—it distinguishes your inventory from the other 20 or so inventories!
2. Click on the blanks and begin filing in the blanks according to the following instructions. In the top right corner, enter your name as you want it to appear on your check and your participant number. Fill in the number of pages after you have completed the rest of the inventory sheet. The columns of the Inventory Sheet should be filled in as follows:
  - a. Item In - leave blank.
  - b. Item No. - Inventory numbers must be in consecutive order on the inventory sheet. This saves time at check-in and checkout. If need be, use a different inventory sheet for different items (as one for wall hangings and one for rugs). Number your items consecutively, starting with 1 on the first line of your first page. Use one line per item. If you need more than one page, continue numbering in sequence on the following page(s). DO NOT include letters in your inventory numbers. (Example D24) Make sure to use the same number on both the hangtag and the inventory sheet for each item.
  - c. Item Code - Enter a two-digit numeric code describing the type of item. (See inventory code list.)
  - d. Technique Code - Enter a single letter code describing the technique used to create the item. (See technique code list.)
  - e. Article Description - Enter a short description of the item that is for sale. Remember – each item needs an inventory number, one item or set (such as placemats) per line. Note the number of items per set in the description line. (Example: Placemats 4)
  - f. Price - Enter the price of the item. This is what the purchaser will pay (before tax). For items costing more than \$5.00, use only whole numbers (no cents). For items costing less than \$5.00, increments of 50 cents may be used.
  - g. Sold and Item Out - leave blank.
  - h. Items not for sale (NFS) should be assigned an inventory number and listed on your inventory sheet. List prop items on the inventory sheet and label props with your name.
3. Save your changes to the inventory sheet. You can also save the inventory sheet with a different name so you have a blank sheet for next year.
4. Email the inventory sheet to Deanna Grider at [deegrider@aol.com](mailto:deegrider@aol.com) by attaching the file. If you need to mail a hard copy, please do so by the Wednesday before the sale.

If you have any questions please do not hesitate to contact:

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