

STUDENT BUYBACK CASH CONTROL REPORT



**THIS FORM MUST BE RETURNED TO MBS ACCOUNTING
WITHIN 10 DAYS OF BUYBACK**

NOTE: All figures are subject to audit

**MBS Textbook Exchange, Inc.
2711 West Ash
Columbia, MO 65203
800-325-3216**

MBS Buying Guide Date _____

PURCHASED FROM

BUYBACK # _____

BUYBACK DATES: _____ TO _____

EXPENDITURES

A. Retail books purchased for Bookstore \$ _____ (A)
(Payable to MBS within 14 days from end of the buy)

B. Wholesale books purchased for MBS \$ _____ (B)

C. Commission calculation

$$\begin{array}{ccccccc}
 \$ & \underline{\hspace{2cm}} & \times & \underline{\hspace{2cm}} & \% = & \$ & \underline{\hspace{2cm}} \\
 & \text{wholesale books} & & \text{commission} & & & \text{commission} \\
 & \text{purchased} & & \text{rate} & & &
 \end{array}$$

How commission is being paid: (check one)

- Credit to bookstore account toward future purchases
- Check to be sent from MBS
- Apply to Systems Agreement
- Reduction in billback \$ _____
(Adjusted billback amount)
- Sight Draft # _____

D. Expenses paid with buyback funds:

Commission: _____

Other: _____

\$ _____ (D)

E. Total Expenditures

(A+B+D) \$ _____ (E)

CASH SPENT

F. Beginning cash \$ _____ (F)

G. Cash additions: (List)

Date	MBS Check # or Store Funds	Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Total Additions \$ _____ (G)

H. Remaining cash and uncashed checks \$ _____ (H)

To be returned by: Store _____, Rep _____, Buyer _____, Enclosed _____

I. Total Cash Spent (F+G-H) \$ _____ (I)

Cash Long (+) or Short (-) (E-I) \$ _____

Manager's Signature _____ Date _____ Buyer's Signature _____ Date _____

Freight company used: _____ Number of cartons shipped: _____ Date shipped: _____