Spring 2013 Semester

Dear Prospective Student,

Thank you for your interest in NWACC's Certified Retail Analyst Certificate program. This program is a total of 4 semesters including the computer pre-requisites, with 3 semesters in the Analyst program classes. The Certified Retail Analyst curriculum will equip you to begin your career as an entry-level, retail sales analyst, including training on Retail Link, and is the only program of its kind in the world. Local industry experts teach retail applications, analytics, and database management. The spring 2013 semester will begin on January 14, 2013. This packet includes all the information regarding the program. Listed below are the required courses:

Certified Retail Analyst Class Schedule

Class #	Class	Class information	Cost
Required Pre-requisites			
	College Algebra (grade C or better)		
	English Composition I (grade C or better)		
	XCMP 9034 CRA Intro to MS Office 2010 (online for first 8 weeks of semester)	8 weeks/online, starts 1/14/13	$475
	XCMP 9037 Advanced Excel and Access for Retail (will be in a classroom two nights/week last 8 weeks of semester)	8 weeks starts 3/06/13, two nights/week 6-9pm	$475
Required Core Program Classes			
1	Retail Supply Chain & Replenishment	15 weeks, 1 night/week	$530
2	Retail Link Data Management	15 weeks, 1 night/week	$530
3	Retail Tools Integration	15 weeks, 1 night/week	$530
4	Retail Strategic Analysis	15 weeks, 1 night/week	$530
5	Retail Analytical Techniques	15 weeks, 1 night/week	$530
6	Retail Internship based on availability, are not guaranteed and no credit is given		

Classes must be taken in this order. No Exceptions.
Classes 1 & 2 may be taken concurrently. Retail Link ID assigned in Class #1.
Classes 3 & 4 can be taken concurrently.
Class 5 is taken by itself in the last semester.
Retail Internships may be available, but are not guaranteed, are not monitored or sponsored by NWACC, and are not completed for any class credit.

Typical One Year Schedule:

- Spring 2013: computer pre-requisites if College Algebra and English Comp have been completed. If not, College Algebra and English Comp will have to be completed also before starting core classes.
  XCMP 9034: CRA Intro to MS Office. 8 week online class (January 14 – March 5, 2013)
  XCMP 9037: Advanced Excel and Access for Retail. Classroom, 2 nights/week, lasts 8 weeks (March 6 – May 2, 2013)
- Summer 2013: Semester 1 in CRA core classes.
  Class 1: Retail Supply Chain and Replenishment (Retail Link ID is assigned to students)
  Class 2: Retail Link Data Management
- Fall 2013: Semester 2 in CRA core classes.
  Class 3: Retail Tools Integration
  Class 4: Retail Strategic Analysis
- Spring 2014: Semester 3 in CRA core classes.
  Class 5: Retail Analytical Techniques

Pre-Requisite classes

- College Algebra and English Composition I:
  - There are three ways to satisfy these pre-requisite requirements:
    - Submit a copy of official transcripts from an accredited college or university showing College Algebra and English Composition I with a grade C or better. If these classes were transferred from one college to another, the transcripts from the college where the classes were taken will be needed to see the grade. Grades for transferred classes do not usually show up on the transferred colleges transcript.
    - Take the COMPASS test scoring 46% or higher on the College Algebra section of the exam and 90% on the English Composition I test. Test given in the NWACC Testing Center. Exam fee - $10. Make appointment for test as follows:
      - Go to nwacc.edu
      - Click on "future students" in green banner
      - Under the heading "How do I get started", click on "Testing" (3rd in list)
      - Click on "Make Appointments" on the left side of page and follow directions
    - Enroll in College Algebra or English Composition I class at NWACC or another accredited college.
    - International Students: All students will be required to take the COMPASS test on arrival for placement purposes. Proof of English Proficiency will be required by one of the following methods: TOEFL, IELTS or successful completion of courses taught in the English medium. 550 (paper-based TOEFL) / 79 (internet-based TOEFL) and above; http://www.toeflgoanywhere.org/

- XCMP 9034 – CRA Intro to MS Office 2010. Tuition = $475 (textbook to be purchased separately at campus bookstore). Objective: An orientation to the terminology and applications of computers and the Internet. Commercial software packages used will include Windows, word processing, spreadsheet, business presentations and database applications. A grade of C or better required. There are three ways this class may be waived:
  - **Take the "Computer Challenge" Test (at NWACC)**: Exam fee - $25. Exam given in the NWACC Testing Center and student must schedule test date by calling 619-4317 or 986-4078 and please tell them you need to schedule the "Computer Challenge" test.
    - Score of 80% composite (all sections) with no section score below 70% on the Challenge exam.

        - Challenge exam uses testing software to emulate Windows and the Microsoft Office 2010 Suite (Word, PowerPoint, Excel and Access).
    - If a student has taken CISQ 1103 (Intro to Computers) or an equivalent course at another college within the past three years and received a grade of "C" or higher. A transcript must be presented showing the class name, dates taken and grade to determine if the class taken fulfills the requirements. The class must have covered the MS Office package, including Word, Power Point, Excel and Access. Final decision will be at the discretion of the Director of Retail and Supplier Education.
    - This class may be waived if a student is Microsoft Certified and provides the documentation for Microsoft Office 2010 certification in Word, Power Point, Excel and Access.

- XCMP 9037 – Advanced Excel and Access for Retail. Tuition - $475. To waive this class, students who take and pass the "Challenge" exam with a score of 80% comprehensive (no section below 70%) will be offered the opportunity to waive this advanced class by taking an Advanced Excel and Access test and the student must pass with a 90% comprehensive score. Unless the student passes this waiver exam, this class is required. A grade of C or higher required in the class to pass.

These pre-requisite classes must be satisfied before registering for the Certified Retail Analyst classes! No exemptions or exceptions from the above two classes unless the student can provide the documentation that classes were completed within the last three years showing a grade of C or better.

The Application Process – One step at a time

Step 1: *Submit Certified Retail Analyst Application to Corporate Learning* (included in this packet). ***This is required prior to registration.***

Step 2: *Take the Compass Test in NWACC Testing Center or submit new student application to the Admissions Office (in main building) to register for the following pre-requisite classes:*

- College Algebra
- English Composition I

Step 3: *Take the Challenge Test in NWACC Testing Center (schedule Challenge test at 619-4317 or 986-4078 and tell them to schedule the "Computer Challenge exam") or submit registration form to Corporate Learning (in Shewmaker Center) to register for XCMP 9034, CRA Intro to MS Office 2010.*

Step 4: *Provide to Corporate Learning a copy of official transcripts showing grade C or better in pre-requisite classes or passing the COMPASS test and the challenge exam as outlined above.*

Step 5: *After satisfying steps 1 – 4, register in Corporate Learning for XCMP 9037 Retail Access and Excel Analysis 2010 (or take the waiver test).* Once this class is completed you may register in the core classes taken in order as outlined above. You may not start the program classes until all pre-requisite classes are satisfied. A grade C or better will need to be verified before the first day of class. Payment in full is due at time of registration.

Additional Information

College Algebra and English Comp I must be taken on the credit side of NWACC, but all other classes are registered for in Corporate Learning and are not available for online registration.

You must provide all the previously mentioned documentation, **before** registering for the classes.

Class Payment Options

- Pay for enrolled classes in full at time of registration
- With early registration, you may qualify for the Nelnet Payment Plan available with automatic payment drafts deducted monthly from checking account or bank card ($25.00 enrollment fee per semester).

Class Refund and Transfer Policy

- 100% refund will be issued for drop requests received by 4:30 p.m. before the second day the class meets.

- An 80% refund will be issued for drop requests requested before the third day of the class meeting. After the third meeting of class, there will be no refunds issued.

Refund Procedure

A Drop/Transfer Form must be completed and signed by the student in order for a refund to be issued. No refunds will be granted by telephone request. The signed Drop/Transfer Form may be mailed, faxed to 479-936-5198 or presented in person. Forms may be obtained by calling **479-936-5175**. Allow at least three weeks for receipt of your refund check.

Spring 2013 Important Dates

January 14 - First Day of Classes
January 18: Last Day to drop the "Intro to MS Office 2010" class and receive 100% refund.
January 21: MLK Holiday - No classes (NWACC Campus closed).
January 22: Last Day to drop the "Intro to MS Office 2010" class and receive 80% refund. After this date, there are NO refunds and all pay plans will resume until full payment has been made**.**
January 22: Last Day to drop full semester (15 week) class and receive 100% refund
January 28: Last Day to drop Full semester (15 week) class and receive 80% refund. After January 28, but no refunds on 15 week semester classes and all pay plans will resume until full payment has been made.
February 15: Last Day to drop "Intro to MS Office 2010" class for "W" on transcript but no refund issued.
March 6: First Day of Class for "Advanced Excel and Access for Retail" 8 week class.
March 18 – 22: Spring Break. NO CLASSES
March 29 : Last Day to drop 15 week semester class and receive "W"; no refund will be issued
May 3 – Classes end

Appointments are encouraged, so if you would like to schedule an appointment to discuss the program, please send an e-mail to rcampbell4@nwacc.edu. Appointments ensure that someone will be available to meet with you.
Check for updated information at our website, http://www.nwacc.edu/corporateLearning.
Thank you again for your interest in the Certified Retail Analyst Program.

Sincerely,

Renee Campbell
Director of Retail & Supplier Education
479-936-5175
Rcampbell4@nwacc.edu

Computer Pre-requisite Course Descriptions

CRA Introduction to Microsoft Office 2010: Students will learn the most important topics of Microsoft Office 2010. Students will become familiar with the Windows 7 operating system, file management, the basics of browsers and e-mail, and Microsoft Word, Power Point, Excel and Access through the use of tutorials for hands on learning and assignments that will enable students to expand on what they have learned.

Advanced Excel and Access for Retail: Students will develop a fundamental understanding of Excel through creating, revising and using spreadsheets to perform basic retail analysis. Students will also gain an understanding of Microsoft Access through creating, revising and utilizing Access databases using retail data. While the emphasis of this course will be on developing expertise in these tools, the data and learning environment is set to also familiarize students with problems that face retailers and suppliers. Because of this unique learning environment the student will gain experience using Excel and Access to develop solutions specific to retail.

Certified Retail Analyst Course Descriptions

Retail Supply Chain & Replenishment: Students will learn a broad overview of supply chain fundamentals, terminology and replenishment concepts as well as Retail Link applications including CPFR, Scorecards, and MABD applications. Students will be required to start compiling a program portfolio in this class and will continue to maintain the portfolio throughout the entire program.

Retail Link Data Management: Students will navigate, comprehend and leverage Wal-Mart's Retail Link system to solve relevant business problems. Students will solve retail formulas using Excel, design weekly report templates, and pull Retail Link data in multiple orientations.

Retail Tools Integration: Students will integrate MS Access and MS Excel to create and maintain a retail database and automate spreadsheets using recorded Excel macros and Visual Basic for Applications (VBA) Macros.

Retail Strategic Analysis: Students will expand upon baseline analytical techniques taught in the first three classes and learn additional facets of analysis: consumer insights, supply chain, pricing and demand elasticity, competitive environment, store tests, and investment analysis. Students will develop skills to present analysis clearly and effectively.

Retail Analytical Techniques: Students will learn to analyze large amounts of data, understand brand and/or category item drivers using the "Velocity/Pricing/Distribution" model, identify regional and seasonal consumer influences and outside data sources that drive item velocity, and present/defend strategic fact-based discoveries to affect category, unit sales, gross margin, and GMROII.

Retail Internship: Students may have the opportunity to participate in an optional internship with a Consumer Goods Packaging company in Northwest Arkansas. Internships are **NOT** guaranteed and are based upon availability, may be paid or unpaid and no class credit is given for internships. If internships are available, the information will be sent to the students in Class 5, Retail Analytical Techniques, and applying for the internship and all details regarding the internship will be handled between the employer and the intern with no interference from NWACC.

Certified Retail Analyst Instructor Bio's

Chad Brown is currently a Merchandise Planner in Dry Grocery at Walmart Home Office and has past experience working at store level so he has a very good understanding of the retail business. Chad graduated from The University of Tennessee with a BS in Retail and Consumer Science and is a graduate of the Walmart "Merchant Leadership Program." Chad joined the NWACC team this year and currently teaches *Retail Link Data Management* which focuses on preparing students to step into their future sales analysts' roles without additional training from their perspective companies.

Todd Call has over 20 years of experience in Fortune 500 CPG and Retail companies, in Finance and Strategy leadership roles. He is currently Sr. Director of Finance and Strategy for Wal-Mart's Global Sourcing organization, and has also held senior Finance roles supporting Home and Apparel merchandising divisions for Wal-Mart's US stores. Prior to Wal-Mart, Todd has also held key finance roles at leading companies such as Cytec Industries, Fluor Corp., Stride Rite, and General Mills. Throughout his career, Todd has worked with many senior executives in making key strategic business decisions, and has been a strong advocate for the importance of financial analysis in running today's complex companies. He has also earned an MBA in Finance from Boston University's Graduate School of Management, and B.S. in Finance from Brigham Young University's Marriott School of Management.

Todd has been an instructor for NWACC's Certified Retail Analyst Program for the past 4 years. He currently teaches *Retail Strategic Analysis,* a course he specifically designed to build skills in his students that will help them to complete strategic, insightful, and actionable analysis for senior management.

Dave Cooper has worked in the Consumer Packaged Goods Industry for nearly 20 years. After graduating from the University of Texas at Austin with his MBA, he held positions at Southland, General Mills, Heinz Pet, McCormick, and, Acosta Sales and Marketing. Early in his career, Dave was a primary consumer researcher executing concept and product testing for potential new products. He has been privileged to of work on some of CPG's most venerable established brands, including Cheerios, Wheaties, Yoplait, and 9 Lives Cat Food. Later, as a syndicated research manager, Dave oversaw the production and distribution of IRI and AC Nielsen syndicated data metrics. After moving to Bentonville with McCormick, Dave became lead sales analyst with responsibilities for tracking of a wide product portfolio including McCormick spices and Williams Chili Seasonings. Dave's varied career helped him establish "Transactional Insights", a consulting firm which teaches sales and category analysts techniques for understanding what is driving their businesses. Additionally, Dave holds a BA in Psychology and is a trained focus group moderator.

Dave currently teaches *Retail Analytical Techniques*, a course he specifically designed to teach students how to use simple analytical tools to understand and drive their company's business.

Steve Field has spent the last decade working in the CPG Industry in the areas of Information Technology, Decision Support, Retail Operations and Category Management. He is currently the Manager of Systems and Analytics at The Sun Products Corporations where he cross functionally manages analytics for Wal-Mart and Sam's Club in the areas of Category Management, Sales and Supply Chain. Prior to working for Sun Products, Steve held roles at Shiloh Technologies as the Director of Training and Sales Engineering. Steve Started his CPG career at Nestle Purina Petcare where he held roles as a senior Programmer Analyst, Retail Operations Manager and was the Category Manager for Dry Dog Food. Steve holds a B.S. in Aeronautics from St. Louis University

Steve has been an Instructor for NWACC's Certified Retail Analyst Program since 2008. He currently teaches *Retail Tools Integration*, a course he developed to provide students with the expertise and tools they need to effectively manage and analyze retail data. Steve brings a passion for teaching as well as a unique blend of technical skills and business acumen to the classroom

Mandy Hougland has over 12 years of CPG experience serving the Wal-Mart account. She is currently Senior Replenishment Manager over the juvenile division at The Dorel Team. Prior to this she spent nearly 7 years with Clorox filling supply chain/replenishment and customer service roles. Committed to professional development, Mandy serves on the NWA Retail Link Users Group (nwaRLUG) Planning Committee, and co-leads the nwaRLUG Collaborative Planning Forecasting and Replenishment (CPFR) subgroup. Mandy earned her BS in Organizational Management from John Brown University and her RSCC (Retail Supply Chain Certified) designation from the Retail Industry Leader's Association Supply Chain Academy.

Mandy teaches *Retail Supply Chain and Replenishment*, a course she developed to instruct students about supply chain fundamentals and replenishment concepts, as well as Retail Link applications.

Travis Lamontagne is currently the Director of Supply Chain and Analytics at Schiff Nutrition. Prior to moving to the supplier side of the business, Travis was the Divisional Replenishment Manager in Dry Grocery at Wal-Mart, but has also served as a Replenishment Manager for Baby and Over the Counter Pharmacy and Senior Replenishment Manager for Produce and Over the Counter Pharmacy at Wal-Mart. Travis has a BS in International Business and Logistics from Maine Maritime Academy and a Master of Science in Operations Management from the College of Engineering at the University of Arkansas. Travis has completed the Retail Supply Chain Certification (RSCC) program sponsored by Retail Industry Leaders Association and is a graduate of the Walmart Emerging Leaders program. Travis is starting his 2nd semester at NWACC, however, he has already made a significant impact at NWACC in the classroom and by contributing to the curriculum due to his experience and knowledge of the systems at Wal-Mart including Retail Link Decision Support, SWAS, and CPFR, just to name a few. Travis teaches the *Retail Supply Chain and Replenishment* class which helps students help supply chain fundamentals and replenishment concepts as well as Retail Link applications.

Brad Pope has over 17 years in Supply Chain Management. He currently serves as the Director of Products and Services for Retail Solutions, a software-as-a-service (SaaS) company, in the local Bentonville supplier community. Brad has managerial experience with both local and international teams. Prior to entering the supplier community, Brad spent 5 years in Intel's Supply Chain Industrial Engineering and Planning Groups. He has achieved APICS Certified Production and Inventory Management Certification (CPIM), is a Certified APICS Instructor, and he holds the Project Management Professional Certification (PMP). Brad earned his MBA with a Supply Chain emphasis from The Keller School of Business at Arizona State University and a BA in Supply Chain Management, Operations Management and Marketing from The University of Wisconsin at Madison.

Brad has been an instructor for NWACC's Certified Retail Analyst Program for over 4 years. He currently teaches *Retail Link Data Management*, a course which he designed preparing students to step into their future sales analysts' roles without additional training from their perspective companies.

Matthew Robinson is the Manager of Category and Shopper Insights at Jarden Consumer Solutions. Prior to this position, Matthew worked at Shiloh Technologies where he held several different positions including Training Manager and Director of Customer Support. Matthew has a Bachelor of Science in Business Administration from Northern Arizona University and a Bachelor of Consumer Information Systems from Clemson University. Matthew has been an instructor at NWACC for one year and has extensive knowledge and experience Walmart reports and analysis. Matthew currently teaches *Retail Tools Integration*, but started at NWACC by teaching the *Advanced Excel and Access for Retail* class, a pre-requisite for the Certified Retail Analyst program.

Certified Retail Analyst Program Frequently Asked Questions

If I do not have a college degree, can I still enroll in the program?
Yes, you may provide the following documentation even without a college degree:

- Passing grade (C or better) from both pre-requisite computer classes: Microsoft Office 2010 and Advanced Excel and Access for Retail 2010 OR pass the Computer Challenge exam in the NWACC Testing Center to try to waive the Microsoft Office 2010 class and pass the Advanced Excel and Access exam given in Corporate Learning.
- Official College Transcript (grade of C or better) for College Algebra and English Comp I OR pass the Compass test at NWACC.

What if I have not passed College Algebra and/or English Composition I?
We will accept the following scores:

	English	Math
NWACC COMPASS TEST	90+	46+

- Compass Test given in the NWACC Testing Center. Contact the testing center at testingcenter@nwacc.edu or call 479-619-4317.
- Compass Test Fee: $10

What happens if I don't pass the prerequisite computer classes?
You must pass both classes with a C or better before entering the program. You may retake the classes the following semester.

If I successfully complete the program, am I guaranteed a job?
No. Entry level sales analyst positions vary by company and economic climate.

If I successfully complete the program, am I guaranteed an internship?
No. Internships are optional and vary upon availability and employer decisions.

Can I skip any of the program classes or just take one class?
No. There will be no exceptions to this rule.

What happens if I don't pass one of the program classes?
You must receive a grade of "C" or higher in all program classes to move on to the next class or to complete the program. You may retake the class the following semester.

What are the advantages of completing the entire program?
After completing the entire program you will have the basic skills needed to enter a company as a Retail Analyst.

How much does the entire program/class cost?
$2,650 course/ $530 per class for CRA Certification. Prerequisite computer classes are $475 each and not included in the $2,650 program amount.

Do I have to pay the entire amount as a lump sum up front?
No. You pay as you enroll classes each semester.

Does my current work experience in Microsoft Office and Excel exempt me from the two prerequisite computer classes?
No. Students use Microsoft Office and Excel in varying degrees, and we want to ensure that all students are ready for the first analytical class in their skill set so our instructors don't slow down the teaching process to review Microsoft Office and Excel skills. You can take the Challenge test and if passed, you will be waived from the CRA Intro to Microsoft Office 2010 class (schedule the Challenge test by calling 479-619-4317 or 479-986-4078).

Can I test out of the 2 prerequisite computer classes?
You may test out of **XCMP 9034, CRA Intro to Microsoft Office 2010** by taking the Challenge exam and pass with a score of 80% composite (all sections) with no section score below 70%. If a student passes the Challenge exam, they will be offered a waiver test for the **XCMP 9037**, **Advanced Excel and Access for Retail**, but only those who take and pass the Challenge exam will be offered this option and must pass with a 90% comprehensive score on the test.

How fast do the classes fill up?
We do our best to accommodate all students, however, enrollments are based on a "first come, first serve" and classes do fill up. Do not procrastinate on enrolling for classes each semester so you can ensure a spot.

Certified Retail Analyst Application

Last Name	First Name	Middle Initial

Address	City	State	Zip

E-Mail Address (must have valid e-mail address)

Date of Birth	Daytime Phone Number	Cell Number

Prerequisite Computer Class Information:

Please indicate the CRA prerequisite classes and semester you will be attending.

Class 1: NWACC Corporate Learning

☐ XCMP 9034, CRA Intro to Microsoft Office 2010

☐Spring ☐ Summer ☐ Fall

☐ Computer Challenge Test

Score _____

AND

Class 2: NWACC Corporate Learning

☐ XCMP 9037, Advanced Excel and Access for Retail

☐Spring ☐ Summer ☐ Fall

☐XCMP 9037 Waiver test

Score_____

Education / Highest:

☐ High School

☐ Associates Degree

☐ Bachelor Degree

Current Occupation:_____

Career Goal:_____

For Corporate Learning Use Only

☐ Transcript

☐ Compass Test

☐ English Comp ☐ College Algebra

☐ Microsoft Office & Excel Certificate of Completion

☐ CISQ 1103 Challenge Test

NWACC Corporate Learning Registration

Mail to : NWACC Corporate Learning
One College Drive
Bentonville, AR 72712

Phone Registration: 479-936-5175 (M-F, 8am–4:00pm)
Online: www.nwacc.edu/corporatelearning
In person: 1100 SE Eagle Way, Bentonville (M-F, 8am – 4:00pm)

Use this form to enroll in Corporate Learning courses.

Student ID No._____ **(assigned by NWACC)**

_____ _____ _____
Last Name First Name Middle Name (if any)

_____
Home Address

_____ _____ _____
City State Zip

_____ _____ _____
Cell Phone Day Phone Evening Phone

_____ _____
Date of Birth (REQUIRED) **E-mail address (REQUIRED)**

Have you previously attended NWACC? ☐ Yes ☐ No Former Last Names (if any):_____
Gender: ☐ Male ☐ Female

Are you currently working toward a Corporate Learning certificate? ☐ Yes ☐ No Which one? _____

How did you hear about us? _____

Please Enroll Me In:

Course Number	Course Name	Start Date	Day(s)	Time	Cost

Total Tuition _____

PAYMENTS:

Checks are made payable to NorthWest Arkansas Community College.

Credit Card/Debit Card: ☐ Company Name, if Corporate Credit Card:_____

Check: ☐ If Company check, include name: _____ **Check No.**_____

Cash: ☐ Payment Plan (Email Address Required): ☐

Letter of Intent: ☐ (attach to registration) Apprenticeship Agreement: ☐ (attach to registration)

OPTIONAL INFORMATION: (used for research purposes): ***Employer:*** _____
Primary reason for attendance: ☐ Advancement in current job/career ☐ Train for new job/career ☐ Enter/re-enter job market ☐ Personal enrichment ☐ Licensure ☐ Earn a certificate ☐ Improve job skills ☐ Other _____
Race: ☐ American Indian or Alaskan Native ☐ Asian or Pacific Islander ☐ Black/African, non-Hispanic ☐ Hispanic/Latino/Chicano ☐ Native Hawaiian or other Pacific Islander ☐ White, non-Hispanic
Highest Educational Level Attained: ☐ Less than a high school diploma ☐ High school diploma or GED ☐ Associate's degree or certificate ☐ Some college ☐ Bachelor's degree ☐ Master's degree or higher

Registration completed/checked by:

_____
(NWACC Employee)
Date _____

Office Use Only:
Contract _____Company Name _____
Registrar _____ Date _____
Cashier_____ Date_____
Inv. Date_____ Inv. # _____