United States Postal Service

FIRSTCLASS PHONECARD™ Inventory Tracking Sheet

- Copy this form locally or download from the corporate intranet.
- Start a new form at the beginning of each new AP.
- File this completed form with Form 1412 at the end of the AP.

Date	Opening Balance	+ Plus	Received From AT&T & Refunds	- Minus	Returns to AT&T	- Minus	Sales	= Equals	Closing Balance