This example will serve as guidance for approved Bulk Retail Facilities in maintaining record of activity as required by Kansas Certification Standards.

If desired, if your company has an inventory program that can provide KCIA the same information as this inventory sheet, you may choose to use that instead.

An inventory such as this must be kept on all certified seed activity for each variety handled. Final reports are due no later than December 15 without penalty.

### Bulk Retail Facility Bin Inventory Sheet

**Company**: Seedy Endeavors Inc  
**Location**: Happy Haven  
**Variety**: Special Red HRW

<table>
<thead>
<tr>
<th>Date</th>
<th>KCIA Cert #</th>
<th>Purchased From</th>
<th>Re-Sale Cert #</th>
<th>Sold To</th>
<th>Bushels</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/28/18</td>
<td>D23482</td>
<td>Joe Seedgrower</td>
<td>*18-91111</td>
<td>Acct # or name of buyer</td>
<td>-500</td>
<td>1500</td>
</tr>
<tr>
<td>8/29/18</td>
<td>D23482</td>
<td>*18-91111</td>
<td>Acct # or name of buyer</td>
<td>-1200</td>
<td>300</td>
<td></td>
</tr>
<tr>
<td>8/30/18</td>
<td>D23482</td>
<td>Joe Seedgrower</td>
<td>18-91111</td>
<td>Acct # or name of buyer</td>
<td>-500</td>
<td>2800</td>
</tr>
<tr>
<td>8/30/18</td>
<td>D23482</td>
<td>Acct # or name of buyer</td>
<td>-1000</td>
<td>1800</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9/3/18</td>
<td></td>
<td>Acct # or name of buyer</td>
<td>-1200</td>
<td>600</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9/4/18</td>
<td></td>
<td>Received from Sister BRF*New Town</td>
<td>18-92345</td>
<td>2000</td>
<td>2600</td>
<td></td>
</tr>
<tr>
<td>9/6/18</td>
<td></td>
<td>Acct # or name of buyer</td>
<td>-2300</td>
<td>300</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9/22/18</td>
<td>D24842</td>
<td>Joe Seedgrower or whomever</td>
<td>18-92323</td>
<td>2000</td>
<td>2300</td>
<td></td>
</tr>
<tr>
<td>9/28/18</td>
<td></td>
<td>Acct # or name of buyer</td>
<td>-2200</td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9/30/18</td>
<td>D24842</td>
<td>Joe Seedgrower or whomever</td>
<td>18-92323</td>
<td>3000</td>
<td>3100</td>
<td></td>
</tr>
<tr>
<td>10/2/18</td>
<td></td>
<td>Moved to Sister BRF* New Town</td>
<td>-1500</td>
<td>1600</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/18/18</td>
<td></td>
<td>**24 totes @2500 #</td>
<td>1000</td>
<td>600</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/20/18</td>
<td></td>
<td>Marketed as grain (dumped)</td>
<td>100</td>
<td>500</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Certification Number assigned to Bin for labeling ("9" number of first re-sale seed placed in this bin) _18_  _9_  _1_  _1_  _1_  _1_

Placed in sealed totes labeled for sale with official labels ordered from KCIA

Marketed as grain

Carryover

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* Certification Number used to received the first seed placed in the bin becomes the "certified bin number" and is used as the certification number when ordering labels from KCIA to use for all sales of the stated variety from this bin for the current year. However, the inventory must show all actual re-sale numbers and information pertaining to each addition of

* Seed can be moved among approved Bulk Retail Facilities operating under the same corporate umbrella (report to same corporate headquarters) if corporate allows such movement. In our example though Happy Haven and New Town are both BRFs acting separately, they are both Seedy Endeavors Inc facilities and ultimately Seedy Endeavors Inc is responsible for their activity.

** A Bulk Retail Facility with proper bagging equipment may bag seed (50# units, totes, bulk boxes). Proper labels must be requested from KCIA. All such containers must be properly sealed so evidence of tampering becomes apparent, and all such sealed and labeled containers must be sold as whole units.

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An inventory such as this must be kept on all certified seed activity for each variety handled. Final reports are due no later than December 15 without penalty.

Seed In – Transfer Form Serial # 1111 Purchased 120,000# or 2000 bu D23482

Seed Out – sell 500 bu – issues Bulk Retail Sale Certificate or Bulk Invoice Label 18-91111

Seed Out – sell 1200 bu – Bulk Retail Certificate or Bulk Invoice Label seed lot 18-91111

Seed In – 3000 bu more of D23482 use Declaration of Additional Purchase of same seed lot

Seed Out – 500 bu – Bulk Retail Sale Certificate or Bulk Invoice Label seed lot 18-91111

Seed Out – 1000 bu – Bulk Retail Sale Certificate or Bulk Invoice Label seed lot 18-91111

Seed Out – 1200 bu – Bulk Retail Sale Certificate or Bulk Invoice Label seed lot 18-91111

Seed In – Move 2000 bu to *Happy Haven from *New Town. *New Town seed lot 18-92345

Seed Out – 2300 bu – Bulk Retail Sale Certificate or Bulk Invoice Label seed lot 18-91111

Seed In – 2000 bu different Seed lot D24842, new Transfer Form serial # 2323

Seed Out – 2200 bu – Bulk Retail Sale Certificate or Bulk Invoice Label seed lot 18-91111

Seed In – 3000 bu more of D24842 use Declaration of Additional Purchase of same seed lot

Seed Out – Move 1500 bu to *New Town from *Happy Haven as 18-91111

Placed in sealed totes labeled for sale with official labels ordered from KCIA

Marketed as grain

Carryover

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* Certification Number used to received the first seed placed in the bin becomes the "certified bin number" and is used as the certification number when ordering labels from KCIA to use for all sales of the stated variety from this bin for the current year. However, the inventory must show all actual re-sale numbers and information pertaining to each addition of

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