

## How and Why Should I Track Inventory?

It is very important, for security reasons, to track instant tickets before AND after every shift. If an incident occurs and the Inventory Tracking Sheet is not filled out correctly, the New Mexico Lottery may not be able to assist in finding the tickets or crediting your account. You can print one of the Inventory Tracking Sheets that can be found on the retailer portion of this website.

1. Complete the form at the beginning of each shift by entering:
  - The beginning ticket number
  - The pack number
  - The ticket price
2. Complete the form at the end of each shift by entering the ending ticket number.
3. Calculate the total number of tickets sold and the sales from each ticket.
4. The sum of the sales should match the sales on your cash register.

If you have any questions or suspect theft, please call Customer Service at (505) 342-7600.