

PBC Book Fair

Daily Sales Summary

Cash Register Fairs

Complete this form at the end of each day even if you are using a PO for your fair.

Step 1.	School: _____	Date: _____	
<ul style="list-style-type: none"> Remove your daily starting amount from the drawer and set it aside. Turn the register into X Mode & Press CA/Amount Tend to print your Daily X Tape (<i>Keep the X Tape</i>). Turn the register into Z Mode & Press CA/Amount Tend to clear the register memory & print the Daily Z Tape (<i>Give the Z Tape to PBC</i>). 			
Step 2.	Sort all remaining cash by denomination and fill in the following boxes:		
<p>Attach the Z Tape Here</p> <p>Use this form to fill in what is ACTUALLY in your drawer.</p> <p>We understand that mistakes happen and the X/Z tapes may not match up with this form. That's OK! Our internal audit process usually solves most of the boo-boo's. If we have questions, we will let you know.</p>	Actual Bills	X	\$1.00 = \$
	Actual Bills	X	\$2.00 = \$
	Actual Bills	X	\$5.00 = \$
	Actual Bills	X	\$10.00 = \$
	Actual Bills	X	\$20.00 = \$
	Actual Bills	X	\$50.00 = \$
	Actual Bills	X	\$100.00 = \$
	Bills Total:	\$	
	Actual Coin	X	\$0.01 = \$
	Actual Coin	X	\$0.05 = \$
	Actual Coin	X	\$0.10 = \$
	Actual Coin	X	\$0.25 = \$
	Actual Coin	X	\$0.50 = \$
	Actual Coin	X	\$1.00 = \$
	Coin Total:	\$	
Bills Total + Coin Total = Actual Cash			\$
Step 3.	Actual Checks	# of Checks: _____	Total: \$
Step 4.	Actual Credit Cards	<i>If applicable, use the back of this form.</i>	Total: \$
Step 4. Add the Cash, Checks, and Credit Card Totals together.	GRAND TOTAL		\$

Verified by: _____ & _____
 Phoenix Book Company - Book Fair Daily Sales Summary

PBC Book Fair

Credit Card Transactions

Use this form to keep track of transactions run through the credit card system. Please copy this form if you need more space.

School:			Date:		
Time/ Period	Customer Last Name	Transaction Amount	Time/ Period	Customer Last Name	Transaction Amount
# of Transactions:		Total:	# of Transactions:		Total: