



PBC

BOOK FAIRS

GRAND TOTAL FORM

Coordinator Name:

School:

Fill in each Cash Register's daily sales totals and at the end of your fair, add them together to get your grand total. Keep one copy for your records, and turn in another with your DSS's and Funds Envelope to PBC. It is important to count down your drawer(s) daily and fill these sheets out, even if you are using a PO for your fair. Use the back of this form if you need more space.

Date	Register Color	Cash Total	Charge Total	Check Total	Total Daily Sales (Net Sales)
<i>Add the Total Daily Sales Together</i> Total for This Page:					
Total for Back Page:					
Book Fair Grand Total					

