School Store Daily Tally and Sales Worksheet

Before the store opens:

- 1. List the team members who are working today.
- 2. Enter total cash in cash box.

While working:

- 1. Record a description of each item sold.
- 2. Enter a tally mark in the column for that item and double check dollar total, amount given, and change given.

When closing:

- 1. Total up the tally sheet.
- 2. Enter ending total in cashbox and turn all money in to your advisor.

Date:	Workers:			
Starting Cash:				
Item Description/Stock Number	Tally	Total Sold	Selling Price	Total Sales
7.101				
Total Sales:				
Starting Cash-Total Sales: Total Expenses:				
Ending Cash:				