

**BCIT
TALLY SHEET**

QUANTITY	DENOMINATION	AMOUNT
	\$100 Bills	
	\$50 Bills	
	\$20 Bills	
	\$10 Bills	
	\$5 Bills	
	\$2 Bills	
	\$1 Bills	
	\$1 Coin	
	Half Dollar	
	Quarters	
	Dimes	
	Nickels	
	Pennies	
	TOTAL IN CASH:	
	TOTAL CHECKS Pg. 2:	
	TOTAL CREDIT CARDS Pg. 2:	
	TOTAL DEPOSIT:	

PRICE PER UNIT: _____ UNITS SOLD: _____ TOTAL SALES: _____

PRICE PER UNIT: _____ UNITS SOLD: _____ TOTAL SALES: _____

IF ADDITIONAL SEE ADDENDUM CHECK CIRCLE: ☐ BANK BAG NUMBER: _____

NAME OF ACCOUNT: _____

REASON FOR DEPOSIT: _____

DEPOSITOR: _____
PRINT NAME SIGNATURE DATE

REVIEWER: _____
PRINT NAME SIGNATURE DATE

PRINCIPAL: _____
PRINT NAME SIGNATURE DATE

BUSINESS OFFICE RECEIPT NUMBER: _____ (Filled out by Business Office)

List each check below. Place total check value on bottom of page and on page 1 of Tally Sheet.

[illegible]

TOTAL CHECK VALUE: \$_____

TOTAL CREDIT CARD VALUE: \$_____

TALLY SHEET ADDENDUM

Attach to Tally Sheet

PRICE PER UNIT: _____ UNITS SOLD: _____ TOTAL SALES: _____

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