



STUDENT ACTIVITIES

Tally Log Form

School:	DVMS	Date:	2/10-14/2014	Time:	
Club Name:	PE Dept	Club Sponsor:	Teacher Name		
Event Name:	Healthy Snack Sales				

Nominal value items sold by Student Activities events must be accounted for with a tally log. Nominal valued items can be described as, but not limited to: popcorn, hot chocolate, Otter Pops, etc.

1. Record/tally quantity sold per day
2. After each day, reconcile cash received with tally log

Date Sold	Item	Quantity Sold	Sale Price	Total Sales
2/11/2014	Water	10	\$ 0.50	\$ 5.00
2/11/2014	Fiber Bar	6	0.50	3.00
2/11/2014	Baked Chips	15	0.50	7.50
2/11/2014	Discount Water for student helpers	2	0.00	0.00
2/11/2014	Disc. Baked Chips near expiration	5	0.25	1.25
2/12/2014	Water	16	0.50	8.00
2/12/2014	Baked Chips	7	0.50	3.50
2/13/2014	Water	20	0.50	10.00
2/13/2014	Fiber Bar	14	0.50	7.00
				0.00
				0.00
				0.00
				0.00

TOTAL SALES \$ 45.25

*****Follow campus procedures for maintaining proper controls on monies collected. Monies MUST be deposited no more than one week from the date they were collected*****