UMW Secretary of Program Resources–Return to your Treasurer with remittance **Daily Accounting Form**

Event_____ Date _____

STARTER CASH: $ _____ **a***

COUNT AT END OF DAY

CURRENCY	**Number**	**Total**
Hundred	_____	$_____
Fifty	_____	$_____
Twenty	_____	$_____
Ten	_____	$_____
Five	_____	$_____
One	_____	$_____
	Sub Total	$_____**b**
		+_____**c**

COIN	**Number**	**Total**
Dollar	_____	$_____
½ dollar	_____	$_____
Quarter	_____	$_____
Dime	_____	$_____
Nickel	_____	$_____
Penny	_____	$_____
	Sub Total	$_____**c**

***CASH**: **b** + **c** = $ _____ **d** **$ _____ d**

***CHECKS**: No._____ **Total** $_____ **e** **$ _____ e**
Listed on back

***CREDIT CARD RECEIPTS**: No._____ **Total** $_____ **f** **$ _____ f**
When accepting VISA/Mastercard Credit Cards
Include Original Credit Card Slip, with Signature and Phone Number

*Include tape

TOTAL TO TREASURER: **d** + **e** + **f**= **$**_____ **g**

Minus starter cash: **– a $** _____

Total Sales: **g – a =** _____ **$h**

NOTICE – TEXAS Residents Only: Unless tax-exempt number is added to order, Texas state law requires us to collect sales tax.

Tax exempt Number:_____

TOTAL **TAXABLE** SALES $ _____

Texas Residents add **Sales Tax** for **TAXABLE** Sales + _____

TOTAL SALES TAX DUE (Please include **separate check** for this amount) **$** _____

Counted by:_____ **and**_____

Verified by Treasurer _____ **Date** _____

UMW Secretary of Program Resources–Your file copy **Daily Accounting Form**

Event_____ Date _____

STARTER CASH: $ _____ **a***

COUNT AT END OF DAY

CURRENCY	Number	Total
Hundred	_____	$_____
Fifty	_____	$_____
Twenty	_____	$_____
Ten	_____	$_____
Five	_____	$_____
One	_____	$_____
	Sub Total	$_____**b**
		+_____**c**

COIN	Number	Total
Dollar	_____	$_____
½ dollar	_____	$_____
Quarter	_____	$_____
Dime	_____	$_____
Nickel	_____	$_____
Penny	_____	$_____
Sub Total		$_____**c**

***CASH**: **b** + **c** = $ _____ **d** **$ _____ d**

***CHECKS**: No._____ **Total** $_____ **e** **$ _____ e**
Listed on back

***CREDIT CARD RECEIPTS**: No._____ **Total** $_____ **f** **$ _____ f**
When accepting VISA/Mastercard Credit Cards
Include Original Credit Card Slip, with Signature and Phone Number

*Include tape

TOTAL TO TREASURER: **d + e + f= $_____ g**

Minus starter cash: **– a $ _____**

Total Sales: **g – a = _____ $h**

NOTICE – TEXAS Residents Only: Unless tax-exempt number is added to order, Texas state law requires us to collect sales tax.

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TOTAL **TAXABLE** SALES $ _____

Texas Residents add **Sales Tax** for **TAXABLE** Sales + _____

TOTAL SALES TAX DUE (Please include **separate check** for this amount) **$** _____

Counted by:_____ **and**_____

Verified by Treasurer _____ **Date** _____