

# Money Counting Tips

**PLEASE KEEP ALL YELLOW COPIES FOR YOUR RECORDS!!!**

Check each order form for Student Name and Teacher Name.

Count and total all money and checks received from the student.

**Record the student name on all checks received.**

Record actual money turned in (your count) in the box marked "School Use Only" and initial.

If your money count does not match the amount recorded in the Total Due box, we suggest that you check the entire form to find the error.

If the error is located, contact the parent immediately and resolve the problem while it is still fresh in their mind. (We have included a simple form you may copy and use for this)

Record each student and their money turned in on the "Participating Student List" on the front of the collection envelope.

File the white copy into the Teacher collection envelope and hold onto the yellow copy.

**ALL YELLOW COPIES MUST BE KEPT AT THE SCHOOL**

**IF YOU HAVE QUESTIONS PLEASE CALL 1-800-779-1706**