PENCIL MACHINE LOG

SCHOOL NAME_____ **YEAR**_____

1. Turn in a Fundraiser Approval Form.
2. Record your starting date and inventory count on the top line.
3. Empty coins from the pencil machine on a monthly basis.
4. Complete the "Date" field on the Pencil Machine Log.
5. Document the amount of cash collected in the "Amount Collected" column.
5. Sign in the "Librarian Signature" column and turn the log in to the Bookkeeper.
6. The Bookkeeper will receipt you for the amount turned in and will sign the "Bookkeeper Signature" line stating that she agrees with the total you recorded. The log will be returned for monthly use.
7. At the end of the year recap your inventory to balance the amount of cash collected.
8. Retain all receipts written to you by the Bookkeeper along with a copy of this log for 3 years.
9. The ORIGINAL Pencil Machine Log should be turned in to the Bookkeeper at year end.

Start Date:		**Total Inventory:**	
Date	**Amount Collected**	**Librarian Signature**	**Bookkeeper Signature**
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			
Ending Date:		**Remaining inventory:**	