



Blue and Silver
Bookshop
Malayan Colleges Laguna

Teller's Collection Report

Date _____

TELLER'S NAME _____

CASH SALES	AMOUNT
UNIFORMS/APPARELS	
SUPPLIES/OTHER ITEMS	
SERVICES	
TOTAL SALES	
ADD: NON CASH SALES	
SCHOLARS	
PTC CMET	
ETYCB COLLEGE	
ETY SHS	
OTHERS, PLS. SPECIFY	
EXAMS	
CAS	
CCIS	
CMET	
ETYCB	
I-EXCELL	
MITL	
SHS	
BOOKSTORE CHARGES (BRF)	
DEPT. & CONTROL NO.	
AMOUNT	
OTHERS	
TOTAL COLLECTIONS	

COLLECTION BREAKDOWN

BILLS		
1,000.00 X _____		
500.00 X _____		
200.00 X _____		
100.00 X _____		
50.00 X _____		
20.00 X _____		
COINS		
10.00 X _____		
5.00 X _____		
1.00 X _____		
0.25 X _____		
0.10 X _____		
0.50 X _____		

TOTAL CASH SALES _____

AM REMITTANCE PM REMITTANCE

TREASURY OFFICE ACKNOWLEDGEMENT

DEPOSITS RECEIVED BY: _____

SIGNATURE OVER PRINTED NAME

DATE _____ TIME _____

PREPARED BY _____ CHECKED BY _____

BOOKSTORE CASHIER _____ BOOKSTORE ACCOUNTANT _____



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