Collecting Orders-For Teachers

* Collect each student’s order and put it in a separate manila envelope.
* Label the envelope with name, homeroom, and money total.
* Keep orders separate until you have counted and recorded each student’s order.
* **Once you have counted and recorded all orders**, document any students who are short or over money on the **Money Tally Form**. Turn in the money, order forms and money tally form to the organizer ASAP.