

**MO-30 LAUNDRY/VENDING COLLECTION REPORT**

This form is to be used to log all laundry/vending machine collection made on the property on EVERY FRIDAY by two employees together.

**NO COMPUTER ON PROPERTY**

Put your property stamp on the form. Give each form a sequential numerical collection sheet number; use the same numbering system for each form.

Each machine on the property should have a machine number (i.e. #1, #2, #3, etc), please notate each machine meter reading on the proper line for that machine number.

Write the prior meter reading (number from the prior report) and the date of that reading on the form. Write the current meter reading and date on the report. Calculate the meter increase (Column B less Column A). List the machine fee and calculate the amount due (Column C x Column D).

Collect the money from the machine, count the money and list the amount collected from that machine on the form. List the totals of the Amount Due and Amount Collected Columns.

If there is a variance, please write an explanation on the form.

**COMPUTER ON PROPERTY**

Load the form from the disk onto your hard drive. Open the MO-30 and list your property information in the Property Stamp area. Give each form a sequential numerical collection sheet number; use the same numbering system for each form.

Each machine on the property should have a machine number (i.e. #1, #2, #3, etc), please notate each machine meter reading on the proper line for that machine number.

Copy the prior meter reading on the form (number from the prior report) inputs the dates of the readings. Write the current meter reading and collect the money from the machine, count the money and list the amount collected from that machine on the report and input into the computer. The computer will calculate the meter increase, amount due and the totals. If there is a variance, please write an explanation on the form.

**NEVER RESET the counter meter.**

Both parties must sign and date the form. Convert the Laundry/Vending proceeds into a money order. Send the money order and this form to Bookkeeper.