

# CASH COUNT SHEET

SCHOOL/DEPT. \_\_\_\_\_ DATE OF COUNT \_\_\_\_\_

Petty Cash     \_\_\_\_\_ Change Fund     Other \_\_\_\_\_

**Currency**

_____	X	\$ 1.00 =	_____
_____	X	5.00 =	_____
_____	X	10.00 =	_____
_____	X	20.00 =	_____
_____	X	50.00 =	_____
_____	X	100.00 =	_____
<b>Total Currency</b>			\$ _____

**Coin**

_____	X	.01 =	_____
_____	X	.05 =	_____
_____	X	.10 =	_____
_____	X	.25 =	_____
_____	X	.50 =	_____
_____	X	1.00 =	_____
<b>Total Coins</b>			\$ _____

Checks: \_\_\_\_\_ \$ \_\_\_\_\_

Petty Cash Disbursement Vouchers: \_\_\_\_\_ \$ \_\_\_\_\_  
(with attached paid receipts/invoices)

Other: \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL CASH AND VOUCHERS:** \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL TO ACCOUNT FOR:** \_\_\_\_\_ \$ \_\_\_\_\_

**OVERAGE OR (SHORTAGE):** \_\_\_\_\_ \$ \_\_\_\_\_

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First Person Making Count: \_\_\_\_\_  
(Signature)

Second Person Making Count: \_\_\_\_\_  
(Signature)