

CASH BOX CHECKOUT / COUNT SHEET

Emery County School District

Activity: _____

Cash Box Custodian: _____

Date: _____

Cash Box Number: _____

Initials of Person Issuing the Cash Box: _____

Initials of Cash Box Custodian: _____

Beginning Cash (Total 1): \$ _____

Ending Cash (Total 2): \$ _____

Grand Total Sales: \$ _____

SIGNATURES

Cash Box Custodian, Verifying the Grand Total: _____

Initials of "Person 2", Verifying the Grand Total: _____

Administrator: _____

Cash Count at Beginning of Activity

	Number of:	Value:
Pennies	_____	\$ _____
Nickels	_____	\$ _____
Dimes	_____	\$ _____
Quarters	_____	\$ _____
\$1.00	_____	\$ _____
\$5.00	_____	\$ _____
\$10.00	_____	\$ _____
\$20.00	_____	\$ _____
\$50.00	_____	\$ _____
\$100.00	_____	\$ _____

Total 1: \$ _____

Cash Count at End of Activity

	Number of:	Value:
Pennies	_____	\$ _____
Nickels	_____	\$ _____
Dimes	_____	\$ _____
Quarters	_____	\$ _____
\$1.00	_____	\$ _____
\$5.00	_____	\$ _____
\$10.00	_____	\$ _____
\$20.00	_____	\$ _____
\$50.00	_____	\$ _____
\$100.00	_____	\$ _____
Checks	_____	\$ _____

Total 2: \$ _____