

Cash Counting & Deposit Form

Always have two people count cash in each other's presence.

Date: _____

School: _____

Event: _____

	Quantity			Total	
Currency					
Hundreds	_____	@	\$100.00	_____	-
Fifties	_____	@	\$50.00	_____	-
Twenties	_____	@	\$20.00	_____	-
Tens	_____	@	\$10.00	_____	-
Fives	_____	@	\$5.00	_____	-
Twos	_____	@	\$2.00	_____	-
Ones	_____	@	\$1.00	_____	-
				Total Currency	\$ -

Coins					
\$1 coins	_____	@	\$1.00	_____	-
\$.50 coins	_____	@	\$0.50	_____	-
Quarters	_____	@	\$0.25	_____	-
Dimes	_____	@	\$0.10	_____	-
Nickels	_____	@	\$0.05	_____	-
Pennies	_____	@	\$0.01	_____	-
				Total Coins	\$ -
				Total Cash	\$ -

Counted by (signatures required):

#1 _____

#2 _____

Return cash and completed form to the Foundation Treasurer.

Submitted for deposit by:

Treasurer's Signature: _____

Date: _____

AHR/PPSF use
Received by: _____
Received by: _____
Date: _____