Cash Count Form

All funds are to be deposited daily



Date turned In:				FOR OFFICE USE:		
Sponsor Name:			ACTIVITY FU	ACTIVITY FUND INFORMATION		
Source of Revenue:			_	Cost Center #:		
Date of Event:			Entered on 1			
Cash	Number of Bills	Amount				
			Check Number	Name	Amount	
	Total Bills		/Money Order			
Coins	Number of Coins	Amount				
	Total Coins			Total Checks		
		Total Revenue:				

- All funds are to be given to the Financial Secretary (FS), with a Cash Count Form. The sponsor is required to wait for the FS to count and confirm amount on this form.
- FS is to give a receipt and a copy of the cash count form for sponsor records or staple to the sponsors receipt book / Receipt List for \$20 or Less Form.
- Students should not carry funds to office, sponsor is responsible for funds. Please see Sponsor Expectations

D 1 / G		
Principal / Secretary Signature:	Sponsor:	
i illicipai / Secretary Signature.	5poiisoi	