

CASH COUNT

RESPONSIBLE OFFICIAL:

ACTIVITY: _____ Petty Cash

<u>DENOMINATION</u>		<u>QUANTITY</u>	<u>AMOUNT</u>
<u>Paper Money:</u>			
Twenties	Bills at 20.00		
Tens	Bills at 10.00		
Fives	Bills at 5.00		
Ones	Bills at 1.00		
<u>Rolled Coins:</u>			
Halves	10.00		
Quarters	10.00		
Dimes	5.00		
Nickels	2.00		
Pennies	0.50		
<u>Loose Coins:</u>			
Dollars			
Halves			
Quarters			
Dimes			
Nickels			
Pennies			

Cash:

Vouchers:

Cash Advance:

Pending Reimbursement:

Total Amount

ACCOUNTABILITY (state documents used to confirm accountability)

Amount Over (short)

"I certify that the cash and cash items listed above were counted in my presence and returned intact to me upon completion for the cash count. I further certify the above "Total Amount" includes all cash and cash items for which I am responsible at the time of the cash count."

Date

Signature of Responsible Official

Signature of Verifier