RICE UNIVERSITY
Bursar's Office

Cash Count

Section 1: Department Information

Date: _____ Time: _____   Cash Box: _____

Counted by: _____   Verified by: _____

Section 2: Count Details

Cash Count			Amount
Currency: **BILLS**		100s	
		50s	
		20s	
		10s	
		5s	
		2s	
		1s	
		SUBTOTAL	
Currency: **COINS**		Dollars	
		Half Dollars	
		Quarters	
		Dimes	
		Nickels	
		Pennies	
		SUBTOTAL	
Total Currency (Bills and Coins)			
Total Checks for Deposit (adding machine tape attached)			
Less Starting Change Fund (enter as negative)			
TOTAL DEPOSIT			
Sales as Indicated per Receipts or Cash Register Tape			
Less Voided Transactions and/or Adjustments (Proper Approval Required)			
TOTAL SALES			
Note: If Deposit>Sales = Cash Over; if Deposit<Sales =Cash Short	Cash Over/Short		
Receipt Number or Transaction Number Reconciliation If previous day ending and current day beginning are not consecutive, explain on backside of form.	Previous Business Day Ending Number		
	Current Business Day Beginning Number		
	Current Business Day Ending Number		
	Next Business Day Beginning Number		

Section 3: Certification

_____ _____   _____ _____
Counted by Signature   Date   Verified by Signature   Date