UNIVERSITY OF UTAH

CASH COUNT SHEET

Print Form

DATE: _____

DEPARTMENT NAME: _____

CUSTODIAN: _____ COUNTED BY :_____

CURRENCY

	Count	Amount	
20's			
10's			
5's			
1's			
Other			
Total Currency			**A**

COINS

Loose	Count	Amount		Rolls	Count	Amount	
1.00				1.00			
.50				.50			
.25				.25			
.10				.10			
.05				.05			
.01				.01			
Total Coins			**B**	Total Coins			**C**

CHECKS

Date	Maker	Payee	Amount
		Total Checks	**D**

PAID OUTS

Date	To Whom Paid	For What	Amount
		Total Paid Outs	**E**

OTHER RECONCILING ITEMS (Describe Fully)

Date	To Whom Paid	For What	Amount
		Total Paid Outs	**F**

The above funds were counted in my presence and returned to me intact

Total cash and receipts counted (A+B+C+D+E+F)	
Less: Amount of cash per books	
Difference (Explain fully if significant	

_____

Signature of Custodian D ate