

# UNIVERSITY OF UTAH

## CASH COUNT SHEET

DATE: \_\_\_\_\_

DEPARTMENT NAME: \_\_\_\_\_

CUSTODIAN: \_\_\_\_\_ COUNTED BY : \_\_\_\_\_

| CURRENCY              |        |
|-----------------------|--------|
| Count                 | Amount |
| 20's                  |        |
| 10's                  |        |
| 5's                   |        |
| 1's                   |        |
| Other                 |        |
| <b>Total Currency</b> |        |

A



| COINS              |        |                    |        |
|--------------------|--------|--------------------|--------|
| Loose              |        | Rolls              |        |
| Count              | Amount | Count              | Amount |
| 1.00               |        | 1.00               |        |
| .50                |        | .50                |        |
| .25                |        | .25                |        |
| .10                |        | .10                |        |
| .05                |        | .05                |        |
| .01                |        | .01                |        |
| <b>Total Coins</b> |        | <b>Total Coins</b> |        |

B

C

| CHECKS              |       |       |        |
|---------------------|-------|-------|--------|
| Date                | Maker | Payee | Amount |
|                     |       |       |        |
|                     |       |       |        |
|                     |       |       |        |
|                     |       |       |        |
| <b>Total Checks</b> |       |       |        |

D

| PAID OUTS              |              |          |        |
|------------------------|--------------|----------|--------|
| Date                   | To Whom Paid | For What | Amount |
|                        |              |          |        |
|                        |              |          |        |
|                        |              |          |        |
|                        |              |          |        |
| <b>Total Paid Outs</b> |              |          |        |

E

| OTHER RECONCILING ITEMS (Describe Fully) |              |          |        |
|--|--------------|----------|--------|
| Date                                     | To Whom Paid | For What | Amount |
|  |              |          |        |
|  |              |          |        |
|  |              |          |        |
| <b>Total Paid Outs</b>                   |              |          |        |

F

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

Signature of Custodian \_\_\_\_\_

Date \_\_\_\_\_

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