

CASH TALLY SHEET

Campus Name/Account Name

Account #

Date

Loose Currency

	Quantity		Amount
Hundreds		X \$100.00=	
Fifties		X 50.00=	
Twenties		X 20.00=	
Tens		X 10.00=	
Fives		X 5.00=	
Ones		X 1.00=	
		Subtotal	\$

Loose Coin

	Quantity		Amount
Half Dollars		X .50 =	
Quarters		X .25=	
Dimes		X .10=	
Nickels		X .05=	
Pennies		X .01=	
		Subtotal	\$

Total Loose Currency and Coin \$ _____

Total Checks \$ _____

Total Cash/Checks Collected (should match Cash Collection List)

\$	
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Total Cash/Checks Collection List (should match Cash Collected)

\$	
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Prepared by: _____

Verified by: _____