**Student Engagement & Campus Life**

**Cashier Log**

Organization: __________________________ Cash Handler: __________________________

Funds Collected For: __________________________ Day: Sun M T W Th Fr Sat Date: __/__/__

**BALANCING:** (If using a start up Petty Cash Fund, be sure to count out this amount first...BEFORE counting revenues. This currency is placed in the bottom portion of the tamper proof bag and returned to the Cash Office Safe located in 225 Squires.)

**Petty Cash Fund:** $ __________

Beginning Receipt#: ___________ Ending Receipt#: ___________

<table>
<thead>
<tr>
<th>Beginning Ticket # (A)</th>
<th>Ticket Color</th>
<th>Next # on Roll (B)</th>
<th>Ticket Price</th>
<th>Quantity Sold (B-A)</th>
<th>= $________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Beginning Ticket # (A)</th>
<th>Ticket Color</th>
<th>Next # on Roll (B)</th>
<th>Ticket Price</th>
<th>Quantity Sold (B-A)</th>
<th>= $________</th>
</tr>
</thead>
</table>

**(Only USE the second line if you are selling tickets with two different prices.)

Total amount of funds collected according to accounted receipts/ticket stubs: $ __________

**Amount of Currency Accounted for:**

100's __________  Quarters __________

50's __________  Dimes __________

20's __________  Nickels __________

10's __________  Pennies __________

5's __________

1's __________

**TOTAL $________**

(Currency TOTAL)

**Amount of Coin Accounted for:**

(Receipt Revenue TOTAL)

<table>
<thead>
<tr>
<th>Coin Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarters</td>
</tr>
<tr>
<td>Dimes</td>
</tr>
<tr>
<td>Nickels</td>
</tr>
<tr>
<td>Pennies</td>
</tr>
</tbody>
</table>

**TOTAL $________**

(Coin TOTAL)

**TOTAL $________**

(Check TOTAL)

**GRAND TOTAL OF ALL FUNDS RECEIVED:** $ __________

Grand TOTAL = Currency + Coin + Checks

RECEIPT REVENUE AND GRAND TOTAL SHOULD EQUAL. IF NOT, ENTER OVERAGE/SHORTAGE AMOUNT BELOW.

Circle One: Over or Short $ __________

(If amounts above equal, leave this box blank.)

Signature of Cash Handler __________________________

Signature of Night Manager or Designee __________________________

Date __________

Tamperproof Deposit Bag Number __________________________

For Student Organization Accounting Use Only

I have verified that the total amount recorded above agrees to the total amount of the funds to be deposited.

Depositor: __________________________ Date: __/__/__

University Deposit Ticket Number: # __________