



RICE

Rice University
Cashier's Office
Cash Count

Section 1: Department Information

Date: Time:

Cash Box:

Counted by:

Verified by:

Section 2: Count Details

Table with columns: Cash Count, Amount. Rows include 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, Less Starting Change Fund, TOTAL DEPOSIT, Sales as Indicated per Receipts or Cash Register Tape, Less Voided Transactions and/or Adjustments, TOTAL SALES, Cash Over/Short, and Receipt Number or Transaction Number Reconciliation.

Section 3: Certification

Counted by Signature

Date

Verified by Signature

Date