CASH COLLECTION REPORT

RECEIVED _____

_____ STUDENT ACTIVITY (850) _____ AUXILIARY (525) _____GIFTS & DONATIONS (530)

SITE _____ DATE _____

ACCOUNT NAME _____ CLUB SPONSOR/DEPOSITOR _____

EVENT/SOURCE OF FUNDS _____

ACCOUNT CODE _____

INVENTORY SALES

DESCRIPTION OF ITEM SOLD	BEGINNING INVENTORY QUANTITY	ENDING INVENTORY QUANTITY	QUANTITY SOLD	SELLING PRICE	SALES AMOUNT (QTY SOLD X PRICE)
				$	$
				$	$
				$	$
				TOTAL SALES (B)	$

INVENTORY VERIFIED BY: X _____ DATE _____
SPONSOR SIGNATURE

OTHER REVENUE

DESCRIPTION	AMOUNT
	$
	$
	$
TOTAL OTHER REVENUE (B)	$

DENOMINATION	CHANGE FUND ISSUED FILLED OUT BY: BOOKSTORE/DESIGNEE	CASH/CHECKS RETURNED FILLED OUT BY: SPONSOR/CLUB OFFICER
CHECKS	$	$
100.00	$	$
50.00	$	$
20.00	$	$
10.00	$	$
5.00	$	$
2.00	$	$
1.00	$	$
1.00 COIN	$	$
0.50	$	$
0.25	$	$
0.10	$	$
0.05	$	$
0.01	$	$
SUBTOTAL		$
TOTALS LESS CHANGE FUND	$ ( )	
TOTAL DEPOSIT (A)	$	

RECONCILIATION

TOTAL DEPOSIT (A) $ _____

TOTAL SALES/OTHER REVENUE (B) $ _____

CASH OVERAGE/(SHORTAGE) (A-B) $ _____

REASON FOR OVERAGE/(SHORTAGE):

_____

_____

_____

NOTE: Two counts and two signatures are required when making Student Activities deposits.

SIGNATURES

X _____
SPONSOR/DESPOSITOR SIGNATURE   DATE

CHANGE FUND ISSUED TO:

X _____
SPONSOR/CLUB OFFICER SIGNATURE   DATE

CHANGE FUND ISSUED BY:

X _____
BOOKSTORE MANAGER/DESIGNEE   DATE

X _____
CLUB OFFICER SIGNATURE   DATE
(REQUIRED FOR STUDENT ACTIVITY DEPOSITS ONLY)

X _____
CASH COLLECTION VERIFIED BY   DATE
BOOKSTORE MANAGER/DESIGNEE