

# 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)
				\$	\$
				\$	\$
				\$	\$
<b>TOTAL SALES (B)</b>					<b>\$</b>

INVENTORY VERIFIED BY: **X** \_\_\_\_\_ DATE \_\_\_\_\_  
SPONSOR SIGNATURE

## OTHER REVENUE

DESCRIPTION	AMOUNT
	\$
	\$
	\$
<b>TOTAL OTHER REVENUE (B)</b>	
	<b>\$</b>

DENOMINATION	CHANGE FUND ISSUED	CASH/CHECKS RETURNED
	FILLED OUT BY: BOOKSTORE/DESIGNEE	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	\$	\$
<b>SUBTOTAL</b>	\$	\$
<b>TOTALS LESS CHANGE FUND</b>	\$ (            )	
<b>TOTAL DEPOSIT (A)</b>	\$	

RECONCILIATION	
TOTAL DEPOSIT (A)	\$ _____
TOTAL SALES/OTHER REVENUE (B)	\$ _____
CASH Overage/(SHORTAGE) (A-B)	\$ _____
REASON FOR Overage/(SHORTAGE):	
_____	
_____	
<small>NOTE: <u>Two counts</u> and <u>two signatures</u> are required when making Student Activities deposits.</small>	

## SIGNATURES

**X** \_\_\_\_\_ DATE \_\_\_\_\_  
SPONSOR/DEPOSITOR SIGNATURE

**X** \_\_\_\_\_ DATE \_\_\_\_\_  
CLUB OFFICER SIGNATURE (REQUIRED FOR STUDENT ACTIVITY DEPOSITS ONLY)

CHANGE FUND ISSUED TO:  
**X** \_\_\_\_\_ DATE \_\_\_\_\_  
SPONSOR/CLUB OFFICER SIGNATURE

CHANGE FUND ISSUED BY:  
**X** \_\_\_\_\_ DATE \_\_\_\_\_  
BOOKSTORE MANAGER/DESIGNEE

**X** \_\_\_\_\_ DATE \_\_\_\_\_  
CASH COLLECTION VERIFIED BY BOOKSTORE MANAGER/DESIGNEE