**CASH COUNT SHEET**

**Department**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date of Count**: \_\_\_\_\_\_\_\_\_\_\_

▢ **Petty Cash** ▢ **Change Fund** ▢ **Other** (Please Specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BILLS**

 \_\_\_\_\_\_\_\_\_ × $1 = \_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_ × $5 = \_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_ × $10 = \_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_ × $20 = \_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_ × $50 = \_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_ × $100 = \_\_\_\_\_\_\_\_\_\_

TOTAL $ \_\_\_\_\_\_\_\_\_

**COINS**

 \_\_\_\_\_\_\_\_\_ × $0.01 = \_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_ × $0.05 = \_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_ × $0.10 = \_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_ × $0.25 = \_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_ × $0.50 = \_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_ × $1 = \_\_\_\_\_\_\_\_\_\_

TOTAL $ \_\_\_\_\_\_\_\_\_

**TOTAL BILLS & COINS $ \_\_\_\_\_\_\_\_\_\_\_**

**PETTY CASH VOUCHERS**

(Kindly attach all vouchers and receipts.) **$ \_\_\_\_\_\_\_\_\_\_\_**

**TOTAL CASH & VOUCHERS $ \_\_\_\_\_\_\_\_\_\_\_**

**Prepared & Counted By:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Witnessed By:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_