**NON-APPROPRIATED FUNDS**

**(Cash Count Sheet)**

***Must be accompanied by PRE/POST INVENTORY Sheets when applicable.***

|  |  |
| --- | --- |
| Name of Organization | Date of Activity |
| Name of Activity | |
| Organization Acct # | Receipt # |

**DENOMINATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| VALUE | QUANTITY | AMOUNT | |
| .01 (penny) |  |  |  |
| .05 (nickel) |  |  |  |
| .10 (dime) |  |  |  |
| .25 (quarter) |  |  |  |
| 1.00 (dollar) |  |  |  |
| 2.00 (two dollar bill) |  |  |  |
| 5.00 (five dollars) |  |  |  |
| 10.00 (ten dollars) |  |  |  |
| 20.00 (twenty dollars) |  |  |  |
| 50.00 (fifty dollars) |  |  |  |
| 100.00 (hundred dollars) |  |  |  |
| Total Cash: |  |  |  |
| Total Check: |  |  |  |
| Total Money Order: |  |  |  |
| GRAND TOTAL DEPOSIT: |  |  |  |

Checks: Use reverse side to indicate check number and amount.

|  |
| --- |
| ***Additional Comments (reasons for imbalance, discrepancies, etc.)*** |

Student Treasurer & Date RECEIVED BY: (print & sign)

ACKNOWLEDGEMENT BY: ADVISOR (print & sign) DATE