

CASH COUNTED DOWN SHEET

Procedure No. 601.2 - Supplement 1

Cashier Activities

Date of Cashier Activities _____ Date

Verified

Cashier Name _____

Cashier ID Number _____

Cash Amount Verified _____

Verified by _____

Manager's Reconciliation

Cashier's cash deposit amount \$ _____

Plus \$50.00 petty cash drawer 50.00

TOTAL \$ _____

Amount of Cash Verified Above _____

DIFFERENCE - (THIS SHOULD BE EQUAL TO ZERO) \$ _____

IF AMOUNT IS GREATER THAN ZERO, RECORD AS CASH OVER.

IF AMOUNT IS LESS THAN ZERO, RECORD AS CASH SHORT.