**Student Engagement and Campus Life**

 **VTCC Cashier Log**

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Clerk: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (**PLEASE PRINT)**

Funds Collected For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Day:** Sun M T W Th Fr Sat **Date:** \_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**B A L A N C I N G:** (**IF** using a start up Petty Cash Fund, be sure to count out this amount first…**BEFORE** counting revenues. This currency is placed in the bottom portion of the tamper proof bag and returned to the Cash Office Safe located in 225 Squires.)

***Petty Cash Fund:*** **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_ #\_\_\_\_\_\_\_\_\_\_\_\_\_\_ = **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Beginning Tkt # (A) Ticket Color Next # on Roll (B) Tkt Price Quantity Tix Sold (B-A) Tkt Price x Quantity Sold

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_ #\_\_\_\_\_\_\_\_\_\_\_\_\_\_ = **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Beginning Tkt # (A) Ticket Color Next # on Roll (B) Tkt Price Quantity Tix Sold (B-A) Tkt Price x Quantity Sold

**\*\*(Only USE the second line if you are selling tickets with two different prices.)**

Beginning **Receipt**#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ending **Receipt**#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total amount of funds collected according to accounted receipts/ticket stubs: **$**

 **Amount of Currency Accounted for: Amount of Coin Accounted for: (Receipt Revenue TOTAL)**

100’s \_\_\_\_\_\_\_\_\_\_\_\_ Quarters \_\_\_\_\_\_\_\_\_\_\_\_

50’s \_\_\_\_\_\_\_\_\_\_\_\_ Dimes \_\_\_\_\_\_\_\_\_\_\_\_

20’s \_\_\_\_\_\_\_\_\_\_\_\_ Nickels \_\_\_\_\_\_\_\_\_\_\_\_

10’s \_\_\_\_\_\_\_\_\_\_\_\_ Pennies \_\_\_\_\_\_\_\_\_\_\_\_

5’s \_\_\_\_\_\_\_\_\_\_\_\_

1’s \_\_\_\_\_\_\_\_\_\_\_\_

**TOTAL $ + TOTAL $ + $**

 **(Currency TOTAL) (Coin TOTAL) (Check TOTAL)**

**GRAND TOTAL OF ALL FUNDS RECEIVED: $ ( Grand TOTAL = Currency + Coin + Checks**

**RECEIPT REVENUE AND GRAND TOTAL SHOULD EQUAL. IF NOT, ENTER OVERAGE/SHORTAGE AMOUNT BELOW.**

**Circle One**: Over or Short  **$**  (If amounts above equal, leave this box blank.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Signature of Clerk**   **Signature of Night Manager or Designee**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Date**   **Tamperproof Deposit Bag Number**

**For Cash Office Accounting Associate Use Only**

*I have verified that the total amount recorded above agrees to the total amount of the funds to be deposited.*

Depositor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ University Deposit Ticket Number: #H\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_