ACCOUNTING PROCEDURES - GENERAL
Section: 300-11   EXHIBIT B-2
Effective: 04/18/1983
Supersedes: Not Applicable
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Issuing Office: Accounting Office

Exhibit B-2

CASH COUNT WORKSHEET

Petty Cash Fund Date _____________________
Name of Custodian _____________________ Amount of Fund ___________
Name of Activity ______________________
Currency: Coins:
$1 . . . . . . ____________ .01 . . . . . . ____________
$2 . . . . . . ____________ .05 . . . . . . ____________
$5 . . . . . . ____________ .10 . . . . . . ____________
$10 . . . . . . ____________ .25 . . . . . . ____________
$20 . . . . . . ____________ .50 . . . . . . ____________
$50 . . . . . . ____________ Total Currency . . . ____________ Total Coins . . . ____________
Total Cash: Comment:
Currency . . . ______________ Total Coins . . . ______________
Coin . . . . ______________
*Petty Cash _______________________
Reimbursement Schedule ________________________________
*TOTAL CASH ______________ Cash counted by:
_____________________________________________________
Count Witnessed by: ___________
_____________________________________
*Provide copy of Petty Cash Reimbursement Schedule with this worksheet.
**Should equal amount issued to custodian. If there is variance, i.e., cash short or over, please fill in, at the Comment section above, the reason for the variance if it is known.