

This sheet is to be used for recording your deposit when the computer system is down.

Please fill in the number of bills/coins as you would do if you were using the computer to record your deposit.

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Campus #: \_\_\_\_\_ Campus Name: \_\_\_\_\_

Clerk Number: \_\_\_\_\_ Clerk Name: \_\_\_\_\_

	Count		
01	Hundreds	_____	* \$100.00 = _____
02	Fifties	_____	* \$50.00 = _____
03	Twenties	_____	* \$20.00 = _____
04	Tens	_____	* \$10.00 = _____
05	Fives	_____	* \$5.00 = _____
06	Two	_____	* \$2.00 = _____
07	Ones	_____	* \$1.00 = _____
08	\$1.00 coin	_____	* \$1.00 = _____
09	.50 coin	_____	* \$0.50 = _____
10	.25 coin	_____	* \$0.25 = _____
11	.10 coin	_____	* \$0.10 = _____
12	.05 coin	_____	* \$.05 = _____
13	.01 coin	_____	* \$0.01 = _____
14	TOTAL CASH	_____	(Add lines 01 thru 13 & write here) _____
15	TOTAL CHECKS	(List checks on back) _____	(Write total amount of checks from back) _____
16	TOTAL ON-HAND		(Add lines 14 and 15 & write here) _____
21	BEGINNING CASH		(Write amount at start of shift) _____
29	RETAINED CASH		(Write amount left in drawer for next day) _____
	DEPOSIT AMOUNT		(Subtract line 29 from line 16 & write here) _____

\_\_\_\_\_  
Clerk signature

\_\_\_\_\_  
Date

