

Cash Box Starting Inventory

Date: _____

Program Project: _____

Committee Chair: _____

Amount Issued: _____

	Qty.	Amount
\$100		
\$50		
\$20		
\$10		
\$5		
\$2		
\$1		
\$1 Coins		
.50 coins		
Quarters		
Dimes		
Nickels		
Pennies		
TOTAL		

Additional Items:

- Cash Box
- Bank Money Bag
- Receipt Book
- PTSA Stamp
- Calculator
- Pens
- Sharpie Markers
- Tape
- Correction Tape/Fluid
- Notepads

Received by: _____

Treasurer: _____

- | | | |
|------------------------|------------------------------|-----------------------------|
| Amount Verified | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Verified by two people | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Initials of verifiers | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Money Receipt/Tally Sheet

Date: _____

Program Project: _____

Committee Chair: _____

	Qty.	Amount
\$100		
\$50		
\$20		
\$10		
\$5		
\$2		
\$1		
\$1 Coins		
.50 coins		
Quarters		
Dimes		
Nickels		
Pennies		
TOTAL		

Counted by: _____

Always have two people count the money.

Date received by Treasurer: _____

Treasurer's Signature: _____

- | | | |
|------------------------|------------------------------|-----------------------------|
| Amount Verified | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Verified by two people | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Initials of verifiers | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Receipt sent to: _____

Date: _____