

WINDOW ROCK UNIFIED SCHOOL DISTRICT #8

REPORT NO. _____

REVENUES

CASH COLLECTION REPORT

SCHOOL: _____

CLUB/FUND NAME & NO: _____ ACCOUNT CODE: _____

FUNCTION: _____ DATE: _____

CASHIER: _____

| Denomination | Quantity | Change Issued | Quantity | Cash Returned |
|--------------|----------|---------------|----------|---------------|
| CHECKS | | | | |
| \$100 | | | | |
| \$50 | | | | |
| \$20 | | | | |
| \$10 | | | | |
| \$5 | | | | |
| \$2 | | | | |
| \$1 | | | | |
| CURRENCY | | | | |
| .50 | | | | |
| .25 | | | | |
| .10 | | | | |
| .05 | | | | |
| .01 | | | | |
| COINS | | | | |
| TOTALS | | | | |

LESS CHANGE ISSUED ()

COLLECTIONS \$

CHANGE FUND ISSUED TO:

CASHIER SIGNATURE _____

DATE _____

CHANGE FUND AND CASH
COLLECTIONS RECEIVED BY:

SPONSOR SIGNATURE _____

DATE _____

RECEIPT BOOK SUMMARY

| | |
|--------------|--------------|
| Beginning | Ending |
| Number _____ | Number _____ |

Last Number Used _____

| | |
|------------|----------------|
| Quantity | |
| Sold _____ | Price \$ _____ |

| | |
|-----------------------------------|----------|
| Total Sales (Quantity x Price) | \$ _____ |
|-----------------------------------|----------|

| | |
|------------------|-----|
| Less Collections | () |
|------------------|-----|

| | |
|-------------------|----------|
| Cash Over (Short) | \$ _____ |
|-------------------|----------|

| | |
|---------------|----------|
| TOTAL DEPOSIT | \$ _____ |
|---------------|----------|