

COUNT OF OFFICIAL OR PUBLIC CASH

In the possession of: _____
 (Name)

 (Title)

 (Location)

		Bulk		Issue		Total	
		No.	Amount	No.	Amount	No.	Amount
Bills:	\$100.00						
	50.00						
	20.00						
	10.00						
	5.00						
	2.00						
	1.00						
Coins:	\$1.00						
	.50						
	.25						
	.10						
	.05						
	.01						
Checks/Vouchers:							
TOTAL ON HAND							
TOTAL PER RECORDS							
DIFFERENCE¹							

We certify that cash and vouchers carried as cash in the amount of \$ _____
 as listed above, were counted by us, in the presence of _____
 on this date.

 REVIEWER

 DATE

 REVIEWER

 DATE

 ACTIVITY

 ACTIVITY

I certify that cash and vouchers carried as cash in the amount of \$ _____
 as listed above, were returned to me intact on this date.

 FUND HOLDER

 DATE

¹Difference = Total On Hand - Total Per Records. Shortage would be enclosed by (). An overage or shortage should be reported to the commanding officer.