

CASH BAG REQUEST and SALES RECAP

Cashier Office (626) 914-8896

Date: _____

Pick Up Day and Date: _____ Time: _____

Please allow 5 business days to process request. Also note Cashier Office hours.

Club/Organization: _____

Activity/Event: _____ Activity Date(s): _____

Person Responsible for Bag: _____ Phone: (____) _____

Cash Bag contains \$25.00 as Starter Cash—\$15.00 in single dollar bills and \$10.00 in quarters. This amount is deducted from total sales. If you would like a different breakdown, please specify: _____

Cash Bag Picked Up by: _____ **Student ID:** _____

Must Be Completed Before Return of Cash Box to Cashier Office

Recap Prepared by: _____ ID#: _____ Recap Date: _____

Item	Quantity/Units Total Available	Quantity/Units Unsold	Quantity/Units Sold	Unit Price Each	Total
*Explanation of Over/Short Amount: _____				Total Sales	
_____				Total in Bag	
_____				Starter Cash	—
_____				Total Deposit	
_____				*Over/Short	

Club/Organization Account #: _____

Club Officer's Signature: _____ Position: _____

Club Advisor's Signature: _____ Print Name: _____

*Note: Both signatures are required **after** recap is done and **before** turning in for processing or issue of receipt.*

Cash Bag Returned by: _____ **Student ID:** _____

Balancing Worksheet

Cash Denominations

\$50.00 x _____ = \$ _____ \$ 5.00 x _____ = \$ _____
 \$20.00 x _____ = \$ _____ \$ 1.00 x _____ = \$ _____
 \$10.00 x _____ = \$ _____ Other \$ _____ x _____ = _____

Sub Total \$ _____

Coins

\$1.00 x _____ = _____ .10 x _____ = _____
 .50 x _____ = _____ .05 x _____ = _____
 .25 x _____ = _____ .01 x _____ = _____

Sub Total \$ _____

GRAND TOTAL \$ _____