

ARIZONA STATE UNIVERSITY
DAILY CASH BALANCING FORM

DEPARTMENT: _____

DATE: _____

Cash Drawer/Register

Bookkeeping/Support Documentation

Currency:

\$100 _____

\$ 50 _____

\$ 20 _____

\$ 10 _____

\$ 5 _____

\$ 2 _____

\$ 1 _____

Total Currency _____

Coin:

\$1.00 _____

\$.50 _____

\$.25 _____

\$.10 _____

\$.05 _____

\$.01 _____

Total Coin _____

Checks _____

Credit Cards - Sales _____

Credit Cards - Refunds _____

Total Receipts _____

Less Beginning Balance _____

Total Cash Receipts _____

Tickets:

Beginning Ticket Number _____

Ending Ticket Number _____

Value of Tickets Sold _____

Prenumbered Receipts:

Beginning Receipt Number _____

Ending Receipt Number _____

Value of Receipts Issued _____

Cash Register Totals _____

Other Source Documentation _____

Total Cash Receipts _____

Prepared By: _____

5/1/98