



Cash Collection Activity Control Sheet

ACTIVITY:

Date: _____, 20____

Description/type:

Food/Bake Sale Non-Food Sale Other: _____

SPONSOR:

Name: _____
(i.e., ASO club name)

Individual Responsible: _____

ASO Club Adviser: _____

Print Name

Signature

Date

Receipt/Ticket Control Numbers:

Beginning No.: _____

Ending No.: _____

Total Sold: _____ @ \$ _____

Petty Cash Borrowed Amount: \$ _____

Cash Box Borrowed/Received: YES / NO

Equipment/Supplies Borrowed: YES / NO

Description of Equip./Supplies Borrowed: _____

Beginning No.: _____

Ending No.: _____

Total Sold: _____ @ \$ _____

CASH COUNT:

<u>Currency Denomination:</u>	<u>Quantity</u>	<u>Total</u>
\$100.00	x _____	= _____
\$50.00	x _____	= _____
\$20.00	x _____	= _____
\$10.00	x _____	= _____
\$5.00	x _____	= _____
\$2.00	x _____	= _____
\$1.00	x _____	= _____
<u>Coin Denomination:</u>		
Dollar (\$1.00)	x _____	= _____
Half-dollar (\$0.50)	x _____	= _____
Quarters (\$0.25)	x _____	= _____
Dimes (\$0.10)	x _____	= _____
Nickes (\$0.05)	x _____	= _____
Pennies (\$0.01)	x _____	= _____
Checks:		
Total Cash Count		_____
Less: Petty Cash Borrowed		(_____)
Total Cash Collected		_____

Beginning No.: _____

Ending No.: _____

Total Sold: _____ @ \$ _____

Beginning No.: _____

Ending No.: _____

Total Sold: _____ @ \$ _____

My signature below certifies that I have read the LAMC-ASO Cash Collection and Handling Procedures and promise to abide by this procedure. Furthermore, I certify that I am responsible for the numbered receipts and/or tickets, the petty cash, and equipment/supplies that are listed in this document.

Signature

Date

Print Name