



UNITED TRIBES
TECHNICAL COLLEGE

Cash box counting sheet

*It is mandatory that 2 people count the money at the same time and sign this document to verify accuracy.

*Finance requires all money to be deposited with finance the next business day. Keep receipt and return to student government Treasurer.

*This sheet is to stay in cash box, make a copy for finance

Date of event _____

Name of vocation/organization _____

Checks _____

Dollar bills _____

5 dollar bills _____

10 dollar bills _____

20 dollar bills _____

50 dollar bills _____

100 dollar bills _____

Change _____

TOTAL _____

Minus Startup __\$50.00_____

TOTAL profit _____

Student Government account number (50% of profit) _____06010-01-00-4301-4100_____

Vocation/organization account number (50% of profit) _____

Witness 1 _____

Name Date

Witness 2 _____

Name _____