



<b>Treasurer's Notes:</b>
Dep Date: _____
Deposit #: _____

**Elkins ProGrad Petty Cash Form**  
(To be used when cash box/bag is utilized during sales & events)

**Starting Cash Count**

<u>Coins:</u>	Qty	\$ Amt	<u>Bills:</u>	Qty	\$ Amt
Pennies	_____	_____	\$1	_____	_____
Nickels	_____	_____	\$5	_____	_____
Dimes	_____	_____	\$10	_____	_____
Quarters	_____	_____	\$20	_____	_____
Fifty Cent Pcs	_____	_____	\$50	_____	_____
Silver Dollars	_____	_____	\$100	_____	_____
<b>Total Coins:</b> _____(A)			<b>Total Bills:</b> _____(B)		
			<b>Total Cash:</b> _____(A + B)		
<b>Counter 1 Signature:</b>	_____			<b>Phone:</b>	_____
<b>Counter 2 Signature:</b>	_____			<b>Phone:</b>	_____

**Closing Cash Count**

<u>Coins:</u>	Qty	\$ Amt	<u>Bills:</u>	Qty	\$ Amt
Pennies	_____	_____	\$1	_____	_____
Nickels	_____	_____	\$5	_____	_____
Dimes	_____	_____	\$10	_____	_____
Quarters	_____	_____	\$20	_____	_____
Fifty Cent Pcs	_____	_____	\$50	_____	_____
Silver Dollars	_____	_____	\$100	_____	_____
<b>Total Coins:</b> _____(C)			<b>Total Bills:</b> _____(D)		
			<b>Total Cash to Deposit in Bank:</b> _____(C + D)		
			<b>Less Petty Cash to Start:</b> _____(A + B)		
			<b>Total Revenue Generated at Sale/Event:</b> _____(C+D) - (A+B)		
<b>Counter 1 Signature:</b>	_____			<b>Phone:</b>	_____
<b>Counter 2 Signature:</b>	_____			<b>Phone:</b>	_____

**Reviewed by Treasurer:** \_\_\_\_\_