



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:			
Currency Denomination:	Quantity	Total	
\$100.00	x _____	=	_____
\$50.00	x _____	=	_____
\$20.00	x _____	=	_____
\$10.00	x _____	=	_____
\$5.00	x _____	=	_____
\$2.00	x _____	=	_____
\$1.00	x _____	=	_____
Coin Denomination:			
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