

**GEORGIA INSTITUTE OF TECHNOLOGY
Petty Cash Count**

DEPARTMENT _____

PHONE NUMBER _____

FUND CUSTODIAN _____

REPRESENTATIVE(S) _____

CURRENCY

Quantity	Denomination	Amount
_____	1.00	\$ _____
_____	5.00	_____
_____	10.00	_____
_____	20.00	_____
_____	50.00	_____
_____	100.00	_____

Total Currency \$ _____

ROLLED COINS

Quantity	Denomination	Amount
_____	.01 @ .50	\$ _____
_____	.05 @ 2.00	_____
_____	.10 @ 5.00	_____
_____	.25 @ 10.00	_____

Total Rolled Coins \$ _____

LOOSE COINS

Quantity	Denomination	Amount
_____	.01	\$ _____
_____	.05	_____
_____	.10	_____
_____	.25	_____
_____	.50	_____
_____	1.00	_____

Total Loose Coins \$ _____

ADD: Checks \$ _____
 Returned Checks _____
 Petty Cash Vouchers (Attach List) _____
 Returned Checks _____
 Other _____

Total Checks, ETC. _____

DEDUCT: Cash Register Tape \$ _____
 Cash Receipts _____
 Other _____ (_____)

TOTAL FUND BALANCE AS SHOWN BY COUNT \$ _____

TOTAL FUND BALANCE PER GENERAL LEDGER _____

CASH OVER OR (SHORT) \$ _____

I hereby acknowledge the results of the cash count as shown above and certify that all cash, cash instruments, and other documents of accountability listed hereon were returned to me intact.

ORIGINAL COPY: GENERAL ACCOUNTING

FUND CUSTODIAN

DATE