

SINAGUA MIDDLE SCHOOL

Cash Collection Report

Account Name _____ Account # _____

Function _____ Date _____

Signature of Depositor _____

DENOMINATION	CHANGE ISSUED	CASH RETURNED
Checks		
100.00		
50.00		
20.00		
10.00		
5.00		
2.00		
1.00		
1.00 coin		
.50		
.25		
.10		
.05		
.01		
TOTALS		

Less Changed Issued (_____)

Collection for Deposit _____

<p>Change Fund Issued to:</p> <hr/> <p>Print Name</p> <hr/> <p>Signature</p> <hr/> <p>Date</p>
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Item Sales Summary

Qty Sold _____ @ \$ _____ = \$ _____

Qty Sold _____ @ \$ _____ = \$ _____

Qty Sold _____ @ \$ _____ = \$ _____

Qty Sold _____ @ \$ _____ = \$ _____

Qty Sold _____ @ \$ _____ = \$ _____

Qty Sold _____ @ \$ _____ = \$ _____

Total Sales = \$ _____

Less Net Collections (\$ _____)

Cash Over/Short \$ _____

Reason for Over/Short: _____

Bookstore Manager _____

Signature