

TILL REQUEST

DATE _____

EVENT _____

DATE TILL NEEDED _____

ORG # _____

BUDGET AUTHORITY APPROVAL

TILL AMOUNT _____

CASH BOX _____ # _____

TILL TO BE MADE UP IN THE
FOLLOWING DENOMINATIONS:

CASH BAG _____ # _____

1'S _____ QUARTERS _____

CASH RECEIPTS
OR

5'S _____ DIMES _____

TICKETS

10'S _____ NICKLES _____

_____ TO _____

20'S _____ PENNIES _____

_____ TO _____

_____ TO _____

ACCEPTANCE OF RESPONSIBILITY FOR CASH

I agree that I have read the "CASH COLLECTIONS AND DEPOSIT PROCEDURES" and I understand that I am responsible for safeguarding and depositing the cash with the Cashier on the basis described in 'CASH COLLECTION AND DEPOSIT PROCEDURES'.

I understand that if I do not follow these procedures, and a cash loss results, I may be held personally liable.

I have received Cash Box # _____ and Bag # _____. The box held a till of \$ _____ when I received it.

SIGNED

DATE

DATE RETURNED

CASHIER'S SIGNATURE