

**University of Maine System
Cash Count Sheet**

Campus		Department Location	Date	
Department		Location \$ Amount	Time	
Cash Custodian		Total \$ Authorized	Auditor	

Coins:				Bills:			
Unit	Value	Quantity	Extension	Unit	Value	Quantity	Extension
Pennies				Ones			
rolled	\$0.50			pack	\$25.00		
unrolled	\$0.01			single	\$1.00		
Nickels				Fives			
rolled	\$2.00			pack	\$100.00		
unrolled	\$0.05			single	\$5.00		
Dimes				Tens			
rolled	\$5.00			pack	\$100.00		
unrolled	\$0.10			single	\$10.00		
Quarters				Twenty			
rolled	\$10.00			pack	\$100.00		
unrolled	\$0.25			single	\$20.00		
Halves				Fifty			
rolled	\$10.00			pack	\$100.00		
unrolled	\$0.50			single	\$50.00		
Dollar				Hundred			
rolled				pack	\$500.00		
unrolled	\$1.00			single	\$100.00		
Total Coins				Total Bills			

Total Cash (coins and bills)

2. Total Check (attach list including date, maker, amount)	_____
3. Total Paid Vouchers (attached list including date, payee, amount)	_____
4. Stamps on Hand (list attached)	_____
5. TOTAL of Cash, Checks, Paid Vouchers and Stamps (Items 1,2,3 &4)	_____
6. Less Receipts (per Cash Register or Manual receipts)	_____
7. BALANCE	_____
8. Less Amount Authorized	_____
9. BALANCE Over (Short)	_____

My cash was counted and returned to me intact

Cash Custodian Signature Date