

Westlake Chap Club, Inc.  
Funds for Deposit 2019-2020

Team: \_\_\_\_\_ Account #: \_\_\_\_\_

Prepared By: \_\_\_\_\_ Email \_\_\_\_\_

Description: \_\_\_\_\_

<u>Cash Count 1</u>				<u>Cash Count 2</u>			
	# of bills	=	\$ _____		# of bills	=	\$ _____
100's		=	\$ _____		100's	=	\$ _____
50's		=	\$ _____		50's	=	\$ _____
20's		=	\$ _____		20's	=	\$ _____
10's		=	\$ _____		10's	=	\$ _____
5's		=	\$ _____		5's	=	\$ _____
1's		=	\$ _____		1's	=	\$ _____
change		=	\$ _____		change	=	\$ _____
	<b>TOTAL</b>		\$ _____		<b>TOTAL</b>		\$ _____

Signature One – Cash Count 1 : \_\_\_\_\_ Date: \_\_\_\_\_

<b>DEPOSIT:</b>	<b>TOTAL CASH</b>	\$ _____
	<b>TOTAL COIN</b>	\$ _____
	<b>TOTAL CHECKS</b>	\$ _____
	<b>TOTAL DEPOSIT</b>	\$ _____

Signature Two – Deposit: \_\_\_\_\_ Date: \_\_\_\_\_

Please use the following procedure for cash deposits with over \$200 cash:

1. Before removing cash/check from the location collected (ie: Chap Store, Chap Fest, etc.) Cash must be counted and the amount recorded on the line Cash Count 1. The person counting the cash signs on Signature One line confirming the amount of cash collected/counted.
2. The person who prepares the deposit to turn in to the Chap Club Treasurer must be different from the person who initially counted the cash and signed on the Signature One line.