

OPENING Date: _____

K-State Student Union Cash Handling Worksheet

Register # Bag #

CLOSING

REQUIRED: Note any voids & discrepancies (over or short) here

Bills	
Should Contain	Actual # of Bills
\$10 x 4 = \$40	
\$5 x 13 = \$65	
\$1 x 50 = \$50	
Bill subtotal = \$155	\$

Rolled Coins	
Rolled Coins	Amount
Quarters	
Dimes	
Nickels	
Pennies	
	\$

Loose Coins	
Loose Coins	Amount
Quarters	
Dimes	
Nickels	
Pennies	
	\$

Rolled Coins	
Should Contain	Actual # of Rolls
Quarters = 3 rolls (\$30)	
Dimes = 2 rolls (\$10)	
Nickels = 2 rolls (\$4)	
Pennies = 2 rolls (\$1)	
Roll subtotal = \$45	\$
Bag grand total = \$200	\$

Bills	
Bills	Amount
20s	
10s	
5s	
1s	
Other bill(s)	
	\$

Reconciliation	
Rolled Coins	\$
Loose Coins	\$
Bills	\$
TOTAL	\$
Subtract	- \$200
TOTAL TILL =	\$

Over (+)/Short (-) = \$ _____

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Full name: _____

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