Concessions Cash Box/Deposit Form for 2022-2023 Events

Concession Opener

1. Open cash box and count the starting money - you should have $200 to start.
2. Fill in Date, Event, Opening Cash Box section and sign your name on the Opening Cash Count line.
3. We do not take checks at concessions; the iPad in the cash drawer has a Square reader to take credit cards.

Concession Closer

1. Fill in the Closing Cash Box section. Sign your name on the Closing Cash Count line.
2. Return $200 to the Cash Box located on the wall behind the door. Keep small bills and change when possible. Complete and sign the Opening Cash Count <u>on a new form</u> for the next activity. ***Ensure the cash box is locked prior to leaving the concession stand.*** (Contact Tim Carlson to lock cash box.)
3. After returning $200 to the Cash Box, the remaining cash is the deposit. Put this form, hospitality tickets and deposit money in an envelope or plastic bag and drop it into the locked mailbox below the Cash Box.

If you have questions or issues with the cash box/deposit or if more quarters/singles are needed for the next shift, please text Monique Wilharm (Boosters Treasurer) at 630-750-7585.

Date: _____ Event: _____

Opening Cash Count

	Quantity		$ Amt
Pennies		x $0.01 =	$
Nickels		x $0.05 =	$
Dimes		x $0.10 =	$
Quarters		x $0.25 =	$
$1 Coin		x $1.00 =	$
Ones		x $1.00 =	$
Twos		x $2.00 =	$
Fives		x $5.00 =	$
Tens		x $10.00 =	$
Twenties		x $20.00 =	$
Fifties		x $50.00 =	$
Hundreds		x $100.00 =	$
Total ($200)			**$**

I have counted the case and agree with the total above.

Name: _____

Signature: _____

Closing Cash Count

	Quantity		$ Amt
Pennies		x $0.01 =	$
Nickels		x $0.05 =	$
Dimes		x $0.10 =	$
Quarters		x $0.25 =	$
$1 Coin		x $1.00 =	$
Ones		x $1.00 =	$
Twos		x $2.00 =	$
Fives		x $5.00 =	$
Tens		x $10.00 =	$
Twenties		x $20.00 =	$
Fifties		x $50.00 =	$
Hundreds		x $100.00 =	$
Total			**$**
Less $200			**-$200**
Deposit Amt			

I have counted the case and agree with the total above.

Name: _____

Signature: _____