

**Daily Deposit Form** (Cash Sales Only; Do not record Credit Sales or Gift Certificates)

Monday _____	Tuesday _____	Wednesday _____	Thursday _____	Friday _____
_____ @\$50 =	_____ @\$50 =	_____ @\$50 =	_____ @\$50 =	_____ @\$50 =
_____ @\$20 =	_____ @\$20 =	_____ @\$20 =	_____ @\$20 =	_____ @\$20 =
_____ @\$10 =	_____ @\$10 =	_____ @\$10 =	_____ @\$10 =	_____ @\$10 =
_____ @\$ 5 =	_____ @\$ 5 =	_____ @\$ 5 =	_____ @\$ 5 =	_____ @\$ 5 =
_____ @\$ 2 =	_____ @\$ 2 =	_____ @\$ 2 =	_____ @\$ 2 =	_____ @\$ 2 =
_____ @\$ 1 =	_____ @\$ 1 =	_____ @\$ 1 =	_____ @\$ 1 =	_____ @\$ 1 =
Quarters =	Quarters =	Quarters =	Quarters =	Quarters =
Dimes =	Dimes =	Dimes =	Dimes =	Dimes =
Nickles =	Nickles =	Nickles =	Nickles =	Nickles =
Pennies =	Pennies =	Pennies =	Pennies =	Pennies =
Subtotal =	Subtotal =	Subtotal =	Subtotal =	Subtotal =
Adjust*.	Adjust*.	Adjust*.	Adjust*.	Adjust*.
<b>Total Cash</b>	<b>Total Cash</b>	<b>Total Cash</b>	<b>Total Cash</b>	<b>Total Cash</b>
Signature(s):	Signature(s):	Signature(s):	Signature(s):	Signature(s):

NOTE: In the Adjustment row, record the amount of change taken from the 'bank' to return the cash boxes to their original floats. **Total Cash = Subtotal - Adjust**