

Requested By: _____

Date/Time Needed: _____

Date Requested _____

Event Date _____

Event _____

Sponsor _____

Oroville High School

To use this 'fill-in' form online - you must have Adobe Acrobat.

Cashbox Reconciliation

Online Instructions -- Fill in the highlighted fields and save to your computer. Re-open the form from your computer, and email with "Read Receipt Requested" to Donna at dsouza@ouhsd.org

CASH REQUESTED

Calculated Total:

CASH RETURNED

Pennies	.01	= _____
Nickels	.05	= _____
Dimes	.10	= _____
Quarters	.25	= _____
Half Dollars	.50	= _____
Dollars(coin)	1.00	= _____
Dollars(bills)	1.00	= _____
Fives	5.00	= _____
Tens	10.00	= _____
Twenties	20.00	= _____
Fifties	50.00	= _____
Hundreds	100.00	= _____
Checks		= _____

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Nickels	.05	= _____
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Tens	10.00	= _____
Twenties	20.00	= _____
Fifties	50.00	= _____
Hundreds	100.00	= _____
Checks		= _____

Total: Counted and Checked out: _____

Total Amount Returned: _____

- Total Checked Out: _____

= Total Earned for Club/Organization: _____

Check-out signatures:

Requestor/Sponsor: _____

Donna Souza Hoisington: _____

Signatures above confirm amount requested has been received by requestor/sponsor

Club / Code: _____

Check-in signatures:

Money Returned By: _____

Pam Ishmael: _____