

Form CF-2
AP 8.750
8/2015

University of Hawai'i
Change Fund Cash Count Sheet

UH Campus/Dept.: _____ Date of Cash Count: _____

Vendor Code: _____

Custodian: _____ Alternate Custodian: _____

Fiscal Administrator: _____ FO Code: _____

Cash Count

Currency		Coins	
\$100.00 X _____	= \$ _____	.25 X _____	= \$ _____
50.00 X _____	= \$ _____	.10 X _____	= \$ _____
20.00 X _____	= \$ _____	.05 X _____	= \$ _____
10.00 X _____	= \$ _____	.01 X _____	= \$ _____
5.00 X _____	= \$ _____		
1.00 X _____	= \$ _____		
Total Currency	\$ _____	Total Coins	\$ _____

Total Currency and Coins _____
Authorized Change Fund _____
Temporary Increase _____
Difference (+ over / - short) _____ *Complete Form CF-3 if over or short.*

I certify that the cash count was conducted on the date noted above is true and correct.

Custodian Signature

Former Custodian Signature

Alt. Custodian Signature

Former Alt. Custodian Signature

Fiscal Administrator Signature / Date

The custodian and alternate signatures are required for all cash counts. Cash counts are to be done at least weekly, preferably daily. Former custodian/alternate signatures are required when there is a change and all individuals are present for the transfer of responsibility and accountability. Otherwise separate cash counts are required for the new custodian/alternate and the former custodian/alternate. The fiscal administrator signature is required for custodial changes and cash counts, including unannounced cash counts.