

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