Cash Box Log: Cash Box # _____, School Year _____-_____

(Form #4, Revision B, 3/29/2015)

After money has been collected at any event, the following procedure must be followed.

1. 2 people must verify the checks and cash collected.
2. Complete the (Event Money Verification Form) this should be in the box.
3. Enter the results from the form into the cash box log.
4. Money is only to be removed from the cash box by a member of the Exec. Board.

Event	Date	Total Cash	Total checks	Verifier #1	Verifier #2	Who removed