WARREN CONSOLIDATED SCHOOLS

School Name:

Cash Log Sheet

Cash = currency + coins + checks

- 1) All cash bags must have a signature of both the individual submitting cash and individual receiving cash.
- 2) Cash bags shall be secured in building safe and safe should be locked at all times.
- 3) All cash not in sealed bags (i.e. field trip, book fair, etc) must be counted by both individuals signing out/in cash.
- 4) Bookkeeper and Building Principal are responsible for the security of district cash.
- 5) Building safe must be checked to ensure it is secure before leaving the building for the day.

Date	Bag No./Activity	Amount \$\$\$	Sign-Out	Sign-In	Date Pick Up	WCS Driver

WARREN CONSOLIDATED SCHOOLS

School (

Cash Control Requirements

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- 5) leaving the building for the day.