

Date Day of the Week:

Cash Management Envelope

Manager on Duty

Safe Count	AM	MID	Close		Drawer 1 Opening	Drawe 2 Opening	Drawer 1 Closing	Drawer 2 closing
pennies				pennies				
nickles				nickles				
dimes				dimes				
quarters				quarters				
total coins				total coins				
ones				ones				
five				five				
tens				tens				
twenties				twenties				
fifties				fifties				
hundreds				hundreds				
total cash				total cash				
total count				total count				
mod initial				mod initial				

Server Banks		
Server Name	Money Due/Owed	MOD Initial (place in safe)

Deposit Info

Cash Due House	
Actual Deposit	
Variance	
Any Drawers off	
Any Paid Outs	
Verified with Bank Slip	
Deposit Bag Number	
Who Took Deposit to Bank	
Date	
Time	
Witnesss	

Any Refunds		
OLO ID/NAME		Reason