

## Cash Drawer Check-out Sheet

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Shift: AM/PM

Cash	Total Dollar Amount
\$100	
\$50	
\$20	
\$10	
\$5	
\$1	
Quarters	
Dimes	
Nickels	
Pennies	

Total Checks and Cash: \_\_\_\_\_

Subtract Beginning Cash Amount: \_\_\_\_\_

**Checks and Cash to be Deposited:** \_\_\_\_\_

Cash Receipts or POS Report per Register: \_\_\_\_\_

Cash Over (+) or Short (-) : \_\_\_\_\_

Reason for Cash Overage/Shortage: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Credit Card Charges: \_\_\_\_\_ Total Credit Card Tips: \_\_\_\_\_

Total Sales: \_\_\_\_\_ Total Tips: \_\_\_\_\_

Total Deposit Amount: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature