

SAMPLE

University of Maryland Baltimore

Cash/Gift Card Count Sheet

Cash and gift cards must be counted by someone other than the individual who obtained the cash or gift cards and who has access to the inventory. The inventory should be counted whenever cash or gift cards are initially acquired, and on a monthly basis (even if no disbursements).

Please indicate count type: Initial Count Monthly Count

Instructions: Please fill in the fields shaded blue below.

Department	IHV	Working Fund Check #/GC Order #	182209	Date of Count	3/31/2021
Cash/Gift Card Custodian	James Smith	Working Fund Check Amt./GC Order Amt.	3,000.00	Time of Count	3:00 PM
Administrator	Julie Andrews	Project ID	30014901	Name of Counter	Charlie Brown

CASH				GIFT CARDS			
Value		Quantity	Amount	Denomination	Quantity	Amount	
\$100	x		\$0		x	\$0	\$0
\$50	x	40	2,000		x		0
\$20	x	19	380		x		0
\$10	x	12	120		x		0
\$5	x		0		x		0
\$1	x		0		x		0
Total Cash			\$2,500	Total Value of Gift Cards			\$0

RECONCILIATION

WF Request - Check #/GC Order #	Check/GC Order Amount	Total Distributions To Date	Distributions Current Month (for Debit Memo)
182209	3,000	Cash 0 Gift Cards 0 \$0	Cash 500 Gift Cards 0 \$500
	Check/Order request amt \$3,000		
	Less: Distribution (500)		
	Amt. Remaining 2,500		
	Cash/Card Count 2,500		
	Difference \$0		
	Debit Memo Amount \$500		

Counter Signature/Date

Witness Signature/Date (if applicable)

7062 Cash Study Participant Pay Accounts (QA4.P7.R21)

Time run: 4/21/2021 2:57:35 PM

Transaction Type	AP Invoice Header #	Transaction Number	Costs	AP Invoice Header Description	AP Invoice Created By	Check#
Check Request / Working Fund	21-SK0175	21-SK0175	\$6,000.00	Information Deleted	Information Deleted	181638
Debit Memo	21-SK0175A	21-SK0175A	(\$6,000.00)	Information Deleted	Information Deleted	112095
Check Request / Working Fund	21-SK0294	21-SK0294	\$3,000.00	Information Deleted	Information Deleted	182209
Debit Memo	21-SK0294A	21-SK0294A	(\$500.00)	Information Deleted	Information Deleted	113448
Grand Total			\$2,500.00			

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Object Level C	Object Code	Object Description	Project	Document Number	Line Item Details	Transaction Type	2021				Amount				
							Dec-20	Jan-21	Feb-21	Mar-21		Apr-21			
C300-Operating Expenses	3125	Participant Study Pay- Group	30014901	21-SK0175A	Information Deleted.	R01-Debit		\$6,000.00				\$6,000.00			
				21-SK0294A	Information Deleted.	R01-Debit				\$500.00			\$500.00		
				30014901 Total						\$6,000.00		\$500.00		\$6,500.00	
	3130	Participant Study Pay- Indiv		30014901	21-SK0194	Information Deleted.	R03-Check Request / Working Fund	\$250.00					\$250.00		
					21-SK0195	Information Deleted.	R03-Check Request / Working Fund	\$250.00						\$250.00	
					21-SK0196	Information Deleted.	R03-Check Request / Working Fund	\$250.00							\$250.00
					21-SK0197	Information Deleted.	R03-Check Request / Working Fund	\$250.00							\$250.00
					21-SK0214	Information Deleted.	R03-Check Request / Working Fund	\$1,000.00							\$1,000.00
					21-SK0215	Information Deleted.	R03-Check Request / Working Fund	\$1,000.00							\$1,000.00
					21-SK0216	Information Deleted.	R03-Check Request / Working Fund	\$1,000.00							\$1,000.00
					21-SK0219	Information Deleted.	R03-Check Request / Working Fund		\$1,000.00						\$1,000.00
					21-SK0220	Information Deleted.	R03-Check Request / Working Fund	\$1,000.00							\$1,000.00
					21-SK0284	Information Deleted.	R03-Check Request / Working Fund					\$250.00			\$250.00
					21-SK0285	Information Deleted.	R03-Check Request / Working Fund						\$250.00		\$250.00
					21-SK0286	Information Deleted.	R03-Check Request / Working Fund						\$250.00		\$250.00
21-SK0287	Information Deleted.	R03-Check Request / Working Fund						\$250.00		\$250.00					
21-SK0288	Information Deleted.	R03-Check Request / Working Fund						\$250.00		\$250.00					