



WEEKLY CASH TOTALS
MONDAY DEPOSIT

DATES: _____ TO _____

DESCRIPTION	THUR	FRI	SAT	TOTAL MONDAY DEPOSIT
NON-RESIDENT FEES				
PHOTOCOPY				
COMPUTER PRINTER				
LOST BOOKS				
FAX				
FLASH DRIVE				
DONATION				
MEETING RM/AUD. FEE				
EAR BUDS				
MISC / OTHER (explain)				
REFUNDS				
POSTAGE				
OVERAGE/SHORTAGE				
DAILY TOTAL				

Revised 4/2021

CHECKS: \$ _____

CASH: \$ _____

TOTAL: \$ _____ (MUST MATCH DEPOSIT TOTAL ABOVE)

Prepared by: _____

Date: _____