

**UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL RESEARCH SERVICE**

CASH COUNT OF IMPREST FUND

LOCATION	DATE
ADDRESS	TIME
CASHIER	SOCIAL SECURITY NUMBER
	COUNTED BY

CURRENCY:

TYPE	UNITS	QUANTITY	AMOUNT
Hundreds	\$100.00	x	=
Fifties	50.00	x	=
Twenties	20.00	x	=
Tens	10.00	x	=
Fives	5.00	x	=
Twos	2.00	x	=
Ones	1.00	x	=
TOTAL CURRENCY			→

COINS:

TYPE	UNITS	QUANTITY	AMOUNT
Dollars	\$1.00	x	=
Halves	.50	x	=
Quarters	.25	x	=
Dimes	.10	x	=
Nickels	.05	x	=
Pennies	.01	x	=
TOTAL COINS			→
GRAND TOTAL			→

REMARKS

CERTIFICATION

I certify the above cash count was made in my presence; it is correct; and all cash and case items for which I am presently accountable have been returned to me by the undersigned auditor or verifier for performing my official duties.

CASHIER (Signature)	DATE	TELEPHONE NUMBER
AUDITOR/VERIFIER (Signature)	DATE	TELEPHONE NUMBER