



**Official Procedure
of
Ogden Preparatory Academy**

3. Fiscal Management

3.02.TPL.1 Cash Handling Tally Sheet

Effective/Revision Date: DRAFT

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Currency	
\$100	
\$50	
\$20	
\$10	
\$5	
\$2	
\$1	
Total Currency	
Total Coin	
Checks	
Total	

Coin	
Dollars	
½ Dollars	
Quarters	
Dimes	
Nickels	
Pennies	

By signing below, I certify that the above amounts are accurate.

Signature

Date

Signature

Date

Funds Deposited:

By: _____

Date: _____

Document History

Approved:

Legal References