

OPENING CASH DOCUMENTATION

CHECK ISSUED FOR OPENING CASH –

I, _____, acknowledge receipt of check # _____, in the amount of \$ _____.

I will cash this check and the cash will be used for opening cash for the _____ concession stand/activity.

I assume responsibility for the return of this cash. The cash will be returned on _____ at which time I will be issued an official OSU receipt.

Signature

Date

RECORD OF RETURN OF CASH –

_____ Date Returned
_____ Receipt # Issued
_____ Deposit # and date deposited