

INVOICE TRANSMITTAL

Accounting Unit (9 digit) 100411100
Account (5 digit) 63600
Grants & Projects (If needed)
Activity
Account Category

Vendor #	13879-42	
Vendor Name	Fort Bend Elections	
Address	4520 Reading Rd Ste A400	
City	Rosenberg	
State	Zip Code	Date
TX	77471	

Invoice #/Invoice Date/Desc
Missing Cash from Elections' Authorized Change
Fund

Amount
25.00
Total
25.00

County Auditor's Use Only	
CC Approval Date	_____
Check Type	_____
Audited By	_____
Received	
Paid	



 Authorized Department Approval

Treasurer's Register Stamp and Number

authorized change fund

O.C

#3042015

15.00 +
10.00 +
50.00 +
75.00 *

CASH COUNT SHEET

Date: 3/4/15
Dept: Elections
Time: 12:47pm

Made in the presence of: Cathy Cantu
Count by: Tiffany Ching-Huang & Deby Donim
Change Fund: authorized change fund.

.....
75.00 +
100.00 -
25.00 -
.....

Elections
Authorized
Change Fund
Shortage
3/4/15

\$	0.01	_____	=	_____
	0.05	_____	=	_____
	0.10	_____	=	_____
	0.25	_____	=	_____
	0.50	_____	=	_____
	1.00	_____	=	_____
	5.00	<u>3</u>	=	<u>15.⁰⁰</u>
	10.00	<u>1</u>	=	<u>10.⁰⁰</u>
	20.00	_____	=	_____
	50.00	<u>1</u>	=	<u>50.⁰⁰</u>
	100.00	_____	=	_____

Total Currency Counted	<u>75.⁰⁰</u>
Total Checks & Money Orders Counted	<u>—</u>
Total Credit Card Payments	<u>—</u>
TOTAL CASH COUNTED	<u>75.⁰⁰</u>

RECONCILIATION:

TOTAL CASH COUNTED	<u>75.⁰⁰</u>
Total receipts from # _____ to _____	(<u>—</u>)
Total receipts from # _____ to _____	(<u>—</u>)
Authorized Change Fund	<u>100.⁰⁰</u>
Difference, if any	<u>-25.⁰⁰</u>

I hereby state that I have made available to the auditor's all cash, money orders and checks on hand at the time of their examination. The above cash was counted in my presence, is correct as stated, and was returned back to me intact.

Cathy Cantu
Cash Custodian

3-4-15
Date



**PROSPERITY
BANK®**

CURRENCY REQUEST FORM

To order currency, please fax this form to 281-269-7170
Telephone number is 281-269-7200

CURRENCY Requested in dollars	Denomination of currency	# of bills	Total amount in full packages	Strap color code
\$10	\$1	100	\$100	Blue
	\$2	100	\$200	Gray
\$15	\$5	100	\$500	Red
	\$10	100	\$1,000	Yellow
	\$20	100	\$2,000	Violet
	\$50	100	\$5,000	Brown
	\$100	50	\$5,000	Mustard
	\$100	100	\$10,000	Mustard

COIN Requested in dollars	Denomination	# in roll	Total amount in full package	Color of wrapper
	Pennies	50	\$0.50	Red
	Nickels	40	\$2	Blue
	Dimes	50	\$5	Green
	Quarters	40	\$10	Orange
	Halves	20	\$10	Buff
	Dollars	25	\$25	Gray

ORDERED BY: _____ **TOTAL AMOUNT ORDERED: \$** _____

Office:	Election Administration
Account Number:	100411100/63600
Telephone Number:	281-341-8670
Location for Delivery:	4520 Reading Rd Ste A400 Rosenberg, TX 77471
Placed by:	John Oldham

Currency will be given to courier to bring to your office on the next scheduled trip.

BANK TO COMPLETE:

Date:		Teller:	
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