

# DAILY CASH BOX FORM

## Adams Pool Theatre

Complete a copy of this form for **each performance**.

The form is due to Matt Corriel (Adams C-16 doorbox) by midnight on the date of show.

Two-show days require two forms.

SHOW: \_\_\_\_\_ DATE & TIME: \_\_\_\_\_

Box Office Attendant (print): \_\_\_\_\_

House Manager (print): \_\_\_\_\_

Amount of Starting Bank: \_\_\_\_\_

Box Office Signature: \_\_\_\_\_

House Manager Signature: \_\_\_\_\_

Curtain Cash Count: \_\_\_\_\_

Box Office Signature: \_\_\_\_\_

House Manager Signature: \_\_\_\_\_

Below, list reimbursements made out of the cashbox.

Mark reimbursed receipts "paid" and attach them to this form.

Description	Amount	Paid To (full name)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Overnight Guardian of the Cash Box (print): \_\_\_\_\_

Guardian Signature: \_\_\_\_\_