

Gift Shop Cash Drawer Closure Report

Date

Prepared By

Drawer Number

Starting Cash Amount

Cash Count

Denomination	Quantity	Total
Notes		
Coins		
Others		
Total Cash Counted		

Sales Summary

Payment Type	Amount
Cash	
Credit/Debit Card	
Other	
Total Sales	

Over/Short

Notes/Comments

Prepared By Signature

Supervisor Signature

End of Report