



**DIRECTIONS:**

1. Print this paper.
2. Cut out the the cash envelope along the **solid** grey line. If cut properly, it should remain one piece.
3. Place printed side down and fold the two smaller side sections toward the middle along each **dotted** line.
4. Fold the large blank section along the longest dotted line to lay flat on the back of the printed area--this will form the back of your envelope.
5. Place tape or glue in between the left angled flap and the back of the envelope to seal the left side.
6. Repeat the same step above for the right side placing tape or glue in between the right angled flap and the back of the envelope to seal the right side.
7. Fold down the large angled flap on the dotted line to form the top flap of the envelope.

**CUT SOLID GREY LINES**

**FOLD DOTTED GREY LINES**

STARTING BALANCE \_\_\_\_\_

DATE	DESCRIPTION	AMT +/-	BALANCE	DATE	DESCRIPTION	AMT +/-	BALANCE