UNIVERSITY OF CALIFORNIA—RIVERSIDE CAMPUS
CASH COLLECTION REPORT
(Special or Subcashiering Stations)

ARTMENT: Human Services

CASH COLLECTIONS FOR PERIOD 7/1/86 thru 7/7/86
(Inclusive dates)

SIGNED: C. Cash
(supervisor in charge of special or subcashiering station)

1. Cash Register Tape Total: $750.00 (b)
   Transaction Numbers 7199 through 7301 (a)

2. Handwritten Receipts Total: $ -- (c)
   Receipt Numbers -- through --

ADJUSTMENTS:

3. Total Amount of Voids $23.00 (g)
   (deduct only voids not accomplished through register) Deduct: $ 0- (d)
   (if applicable)

4. Charge Amount (if applicable) Deduct: $ -- (e)

5. Cash Shortage (if any) Deduct: $ 2.50 (f)

6. Cash Overage (if any) Add: $ --

7. Total Amount of Deposit $700.00 + 2.50 + 25.00 + --
   currency coin checks credit card
   $ 727.50

(line 7 amount to agree with deposit advice total)

ADDITIONAL WORK SPACE IF NEEDED
Notes for completing form:
(a) Enter transaction numbers appearing on cash register journal tape.
(b) Enter grand total of collections shown on cash register journal tape.
(c) If handwritten receipts used in lieu of cash register, enter receipt numbers, and total amount collected as shown on receipts.
(d) If void was recorded on the cash register using a void key and is thus not included in cash register journal tape grand total, enter a zero to the right of "Deduct". If void was not recorded on the cash register, enter the amount of voids to the right of "Deduct".
(e) If applicable, enter any amounts that represent accounts receivable.
(f) If total cash collections is less than total recorded collections minus adjustments, enter the cash shortage amount.
(g) Enter the number of voided transactions and total amount.

CASHIER'S OFFICE USE ONLY

SIGNATURE

DATE

DEPOSIT ADVICE NUMBER

'EIPT NUMBER

Distribution:
White: Accounting (with supporting detail-register tapes-handwritten receipts-voids)
Yellow: Cashier's Office (with deposit advice form and collections)
Pink: Department