

\$ _____ Shortage Over \$100 Notify Student Business Services and Internal Audit Immediately

\$ _____ Shortage Less Than \$100 Notify Student Business Services within 24 Hours

\$ _____ Overage

Business Unit Reporting Shortage/Overage

Department _____ Location _____

Cashier (Please Print) _____

Supervisor (Please Print) _____

_____ \$ _____
 Date Number of Transactions Amount

Explanation:

Signatures

Cashier's Signature _____ Date _____

Supervisor's Signature _____ Date _____

SBS Office Use Only

Transaction Number

Date

Cashier's Signature