CAL STATE LA

CASHIER DAILY COLLECTION RECONCILIATION

REGISTER # _____

NAME & OPERATOR # _____

DATE _____

AUDIT TAPE LOG _____

CASH _____

CHECKS _____

WIRE _____

REFUNDS (-) _____

TOTAL RECEIPTS _____

CURRENCY RECEIVED

100.00 _____

50.00 _____

20.00 _____

10.00 _____

5.00 _____

2.00 _____

1.00 _____

SUBTOTAL _____

COINS RECEIVED

0.25 _____

0.10 _____

0.05 _____

0.01 _____

OTHER _____

SUBTOTAL _____

TOTAL CASH RECEIVED _____

CHECKS _____ _____

CHARGES _____ _____

WIRES _____ _____

COMMENTS

_____

_____

_____

_____

_____

TOTAL COLLECTION _____

TOTAL RECEIPTS _____

OVERAGE _____

SHORTAGE _____

TOTAL DEPOSIT _____

_____

CASHIER'S SIGNATURE

_____

SUPERVISOR'S SIGNATURE