

# Report of Cash Over/Short

**Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cashier: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cash:** [ ]  **Over** [ ]  **Short Amount: $\_\_\_\_\_\_\_\_\_\_\_\_**

[ ]  **Change Fund Amount of Fund in KFS: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[ ]  **Daily Deposit**

**Reason for Over/Short\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Recovery Procedures: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Campus Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Campus Telephone: \_\_\_\_\_\_\_\_\_\_\_\_**

## Instructions for Completing Form:

1. Location – The office, department, or activity where the shortage occurred.

2. Date – The date the shortage occurred.

3. Cash Fund Custodian – The person responsible for the funds at the time the shortage is discovered

4. Cash Over/Short – Indicate over or short and the amount. For shortages over $100 notify Cash Operations immediately

5. Amount of Fund – Total of change fund recorded in KFS.

6. Reason for Shortage – Possible reason(s) for shortage.

7. Recovery Procedures – Diligence in recovering loss of funds.

8. Reviewed by – Reviewed and signed by the immediate supervisor.

9. Title – Title of the reviewer.

10. Campus Address – Address of the reviewer.

11. Campus Telephone – Campus phone number of reviewer

Attach a copy of this form to the edoc in KFS.