

VIRGINIA COMMONWEALTH UNIVERSITY
DAILY CASH SETTLEMENT REPORT

EXHIBIT 5-D

DEPARTMENT _____
 DATE _____

CASH SETTLEMENT	CASH REGISTER SETTLEMENT
Cash: \$100 _____ \$50 _____ \$20 _____ \$10 _____ \$5 _____ \$2 _____ \$1 _____ Coin: _____ Cash Subtotal: _____ Less Change Fund: < _____ > Total Cash On Hand: _____ Checks: _____ Charges: _____ TOTAL SALES: <u> </u>	Cash Subtotal: _____ Check Subtotal: _____ Charge Subtotal: _____ TOTAL SALES: <u> </u> Transaction Numbers: Beginning No. _____ Ending No. _____

Cash Settlement Total Sales should equal Cash Register Settlement Total Sales. Any difference must be recorded as Over or Short.

OVER/SHORT:

Prepared By: _____
 Approved By: _____
 Date: _____