

CASH DIFFERENCE/OVERAGE REPORT

This report serves as notification that an overage or shortage of revenue has occurred at the close of business. Details of the variance are as follows:

Department/Division/Section: _____

Report Date: _____

Cashier Name: _____

Signature: _____

Overage

Shortage

Amount: _____

PeopleSoft Payment ID: _____

Explain Reason or Circumstance (use reverse side if additional space is required)

CASHIER UNIT SUPERVISOR

DEPARTMENT HEAD