



Deposit Over/Short Form

Date:
Cashier:
Department
Session (if in Banner):

Total Receipts

Total Payments On Hand

Cash Over/Short

Explanation:

By signing this, I have verified that I have read and agree to the terms of Gordon State College's Cash Handling Procedure and understand that more than one over/short within a 12 month time frame or one over/short exceeding \$50 may result in disciplinary actions up to and including termination.

Cashier Signature

Date

BURSAR'S OFFICE VERIFICATION

Verified By: _____

Initials: _____