# Cash overage/shortage Incident Report

Department Name: ___________________________  Mail Code: ___________________________

Contact Person: ___________________________  Phone #: ___________________________

Incident Date: ___________________________

<table>
<thead>
<tr>
<th>Type of Incident</th>
<th>Amount</th>
<th>Journal ID</th>
<th>Date of Journal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shortage:</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Overage:</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Other - List:</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
</tbody>
</table>

Explanation:

__________________________________________________________

Department Cash Handler/Fund Custodian  Signature and Date

__________________________________________________________

Business Administrator  Signature and Date

__________________________________________________________

Department/College Head  Signature and Date

Please attach copy of the Journal and its support.

Individual shortages or overages of $20 or more or cumulative annual shortages or overages of $40 or more must be reported immediately to General Accounting Office. Initial notification must be followed up with a written incident report, which is sent to General Accounting Office.