

Northwestern State University of Louisiana
Daily Report of Receipts

NO. _____

Budget Unit Title: _____

Date _____

Cashier (s)	(1)	(2)	(3)	(4)	Totals
Receipts No - Ending					
Receipts No - Beginning					
Net - Transactions					
Receipts:					
Cash Receipts					
Mail Receipts					
Sub-Total					
Add: Cash Overage					
Deduct: Cash Short					
Total To Deposit					

Distribution of Receipts

INDEX	FUND	ORG	ACCOUNT	Program	Amount
Total Receipts					

	Amount
Currency	
Coins	
Subtotal Cash	
Checks ()	
CC ()	
Total Deposit	\$

Prepared By _____ Date _____

Checked By _____ Date _____

Cashier's Office Section

Received By _____ Date _____

CR No. _____

PIV No. _____

Remarks: _____

Instructions for Completion of Daily Report of Receipts

- 1 Number Enter the Daily Report of Receipts Number (The Department is to assign)
- 2 Budget Unit Head Enter Budget Unit Title as entered on annual request to collect cash and cash items.
- 3 Date Enter date the form is being completed
- 4 Receipt Number - Ending Enter ending receipt number (Include all voided receipts)
- 5 Receipt Number - Beginning Enter beginning receipt number (Include all voided receipts)
- 6 Net Transactions Enter the number of receipts written (Since Departmental Receipts should be written in numerical sequence, Line 6 should equal Line 4 minus Line 5 Plus 1) Attaches separate letter of explanation for all skips due to printing errors, etc.
- 7 Cash Receipts Total of all cash, checks or money orders from Departmental Cash Receipts
- 8 Mail Receipts Total o all cash, checks or money orders from Departmental Mail Receipt List
- 9 Sub-Total Total of Receipts (Line 7 plus Line 8)
- 10 Cash Overages Enter the amount of cash overage (If applicable)
- 11 Cash Short Enter the amount of cash short (If applicable)
- 12 Total of Deposit Total cash on hand. Should be the total of Line 9 plus Line 10 Minus Line 11
- 13 Columns 2-4 to be used if the Department has more than one cashier's business to be deposited. Each cashier's business must be listed in a separate column.
- 14 Totals Enter the totals of columns 1-4 for Row 6 and Row 7 through 12
- 15 Currency Amount of currency included in deposit
- 16 Coins Amount of coins included in deposit
- 17 Sub-Total Cash Total cash included in deposit (Line 15 plus Line 16)
- 18 Checks () Amount of checks included in deposit. Enter number of check in
- 19 VISA () Amount of Visa/MasterCard charges included in deposit. Enter the number of transactions ()
- 20 Total Deposit Total cash to be deposited (Sum of Lines 17, 18 and 19)
- 21 Distribution of Receipts Departmental Receipts must be sorted and totaled by the FOAP Number. Enter each FOAP code and amount of corresponding amount for each separate account affected by the daily deposit
- 22 Prepared By Signature of employee who prepared the Daily Report of Receipts
- 23 Checked By Signature of employee who checks or verified the report (Department Head or their Designee)
- 24 Received By Cashier Signature and date of Business Cashier accepting deposit
- 25 CR Number University's Cash Receipt Number and date to b be entered by Business Affairs Cashier
- 26 PIV Number Pay-In-Voucher Number and date as assigned by Head Cashier
- 27 Remarks For use by Cashier's Office Instructions for Completion of Daily Report of Receipts