# Cash Report (Form UM-5)

### Cash Report Period

The cash report period is from [start date] through [end date].

### Instructions for Entering Account Information

- **Short A/C Assign**: If the Bursar's Office has provided a 4-digit short account assignment for your account, enter that number under the heading "Short A/C Assign". If you do not have a 4-digit short account assignment, enter your Business Area, G/L, and Account Number under the heading "BA-G/L-Acct. No."

### Total Receipts

**Total to be Accounted For**

### Amount Over/(Short)

**Total Amount Deposited to Bursar**

### **Deposited**

- **A. Coin**
- **B. Currency**
- **C. Total Cash (A + B)**
- **D. Total Checks**

**Total Deposited (C+D)**

### Bursar Receipt Numbers

- **Cash**
- **Check**

### Enter a positive number

**Required**

### Approved by

Department Head signature & date

### Cash Counted by

(signature and date)

### Report Prepared by

(signature and date)

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