

# The University of Mississippi

## Cash Report (Form UM-5)

(Revised 3/28/05)

Report Number \_\_\_\_\_

CASH REPORT PERIOD \_\_\_\_\_

through \_\_\_\_\_

Department \_\_\_\_\_

**See Instructions Below For Entering Account Information In This Area**

Show Numbers in each Series Separately		For Credit To:	For Credit To:	For Credit To:	For Credit To:	For Credit To:	Totals
		Short A/C Assign	Short A/C Assign	Short A/C Assign	Short A/C Assign	Short A/C Assign	
Beginning Receipt Number	Ending Receipt Number	BA-G/L-Acct. No.	BA-G/L-Acct. No.	BA-G/L-Acct. No.	BA-G/L-Acct. No.	BA-G/L-Acct. No.	
Total Receipts							
* Less Total Credit Cards Amts Received							
Total to be Accounted For							
<b>Amount Over/(Short)</b>							
Total Amount Deposited to Bursar							
<b>** Deposited As Follows</b>	A. Coin						
	B. Currency						
	<b>C. Total Cash (A + B)</b>						
	<b>D. Total Checks</b>						
	<b>Total Deposited (C+D)</b>						
<b>Bursar Receipt Numbers</b>	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)

**Instructions For Entering Account Information**

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.**".