

PROCEDURE

Effective Date: Approved August 1, 2005

Approved By: President's Council

Authority: RCW

Cancels:

See Also: POL-5351.08 Balancing Cash To Receipts

PRO-U5351.08A HANDLING OVERAGES AND SHORTAGESAction by:Action:

Cash Handler

1. **Records** overage (as credit) or shortage (as debit) on the deposit form, using the department's budget string and over/short account number G571.
2. **Gives** copy of balancing document and deposit form to supervisor.

Supervisor

3. **Notifies** Financial Manager in writing within 24 hours if any overage or shortage exceeds \$5.
 - 3a. **Notifies** Financial Manager when *instances* of overage or shortage (in any amount) exceed 10 in a 30 day period.

Financial Manager

4. **Notifies** Bursar in writing within 24 hours if any overage or shortage exceeds \$25.
 - 4a. **Notifies** Bursar when *instances* of overage or shortage in any amount exceed 15 in a 30 day period.