The University of Mississippi

Cash Report (Form UM-5)

(Revised 3/28/05)

Report Number _____

_____
Department

CASH REPORT PERIOD _____ through _____

Show Numbers in each Series Separately		**See Instructions Below For Entering Account Information In This Area**					
		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 Receipted							
Total to be Accounted For							
Amount Over/(Short)							
Total Amount Deposited to Bursar							
**** Deposited As Follows**	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)

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."**