

SIS DEPOSIT

Date _____

SIS Cash Clearing 001901-00000-1610

Department _____

Total Receipts \$ _____ (screen 410 amount)

Cash Short/Over \$ _____

Total Deposit \$ _____

Cashier Name	Cashier Total
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_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Explanation of Cash Short/Over (include student name and SS#)

Don't forget to attach a screen print of the last page of Screen 410 for EACH cashier for subcode detail!

Deposits are required the next working day whenever amount on hand reaches \$25 and at least once every 3 business days, regardless of amount. Persons transporting deposits in excess of \$2,500 MUST be accompanied by a A&M Commerce police officer.