

Department _____ Date _____

CASH SETTLEMENT		CASH REGISTER SETTLEMENT	
Cash:	\$100 _____	Cash Subtotal:	_____
	\$50 _____	Check Subtotal:	_____
	\$20 _____	Charge Subtotal:	_____
	\$10 _____	Departmental Charge Subtotal:	_____
	\$5 _____	Gift Certificate Subtotal:	_____
	\$2 _____	TOTAL SALES:	_____
	\$1 _____		
Coin:	\$1 _____	Transaction Numbers:	
	\$0.50 _____	Beginning No.:	_____
	\$0.25 _____	Ending No.:	_____
	\$0.10 _____		
	\$0.05 _____		
	\$0.01 _____		
Cash Subtotal:	_____		
Less Change Fund	_____		
Total Cash on Hand:	_____		
Checks:	_____		
Charges:	_____		
Account:	_____		
Gift Certificate:	_____		
TOTAL SALES:	_____		

Cash Settlement Total Sales should equal Cash Register Settlement Total Sales. Any difference must be recorded as Over or Short.

OVER/SHORT _____

Prepared by: _____

Approved by: _____