

TENNESSEE TECHNOLOGICAL UNIVERSITY
Departmental Deposit Summary

(Department or Office)

Receipts Returned Unused:

| | Beginning No. | Ending No. |
|----------|---------------|------------|
| Series 1 | _____ | _____ |
| Series 2 | _____ | _____ |
| Series 3 | _____ | _____ |

Receipts Used:

| | Beginning No. | Ending No. |
|-----------------------------|---------------|------------|
| Series 1 | _____ | _____ |
| Series 2 | _____ | _____ |
| Series 3 | _____ | _____ |
| Void Receipt Numbers (List) | _____ | |

| | | |
|---|----------|----------|
| Total Amount of Receipts | \$ _____ | |
| Overage/Shortage (Explanatory memo attached) | _____ | |
| Total Amount Collected | | \$ _____ |

For Deposit:

| | | |
|-----------------------|----------|----------|
| Currency | \$ _____ | |
| Coins | _____ | |
| Checks (include tape) | _____ | |
| Other | _____ | |
| Total For Deposit | | \$ _____ |

Receipt Number _____

Date _____

Cashier _____

Preparer's Signature

Supervisor's Approval