

University of Houston Clear Lake

Cash overage/shortage Incident Report

Department Name: _____ Mail Code: _____

Contact Person: _____ Phone #: _____

Incident Date: _____

Type of Incident	Amount	Journal ID	Date of Journal
Shortage:	_____	_____	_____
Overage:	_____	_____	_____
Other - List:	_____	_____	_____

Explanation:

Department Cash Handler/Fund Custodian

Signature and Date

Business Administrator

Signature and Date

Department/College Head

Signature and Date

Please attach copy of the Journal and its support.

Individual shortages or overages of \$20 or more or cumulative annual shortages or overages of \$40 or more must be reported immediately to General Accounting Office. Initial notification must be followed up with a written incident report, which is sent to General Accounting Office.