

University of Hawai'i
Change Fund Cash Overage/Shortage Report

UH Campus/Dept.: _____ Date: _____

Vendor Code: _____

Discovered on: _____
Date and Time

Discovered by: _____ Title: _____

OVERAGE

Amount: _____

Deposited to account no.: _____

Explanation:

Attach (a) Form CF-2 and (b) copy of Advance Deposit Form.

SHORTAGE

Amount: _____

Charged to account no.: _____

Campus Security notified on: _____ Date and Time County Police notified on: _____ Date and Time

Explanation (indicate if theft or embezzlement suspected):

Corrective Action:

Attach (a) Form CF-2, Campus Security Report, Police Report, other relevant documentation.

I certify to the best of my knowledge and belief, that the information provided above is true, correct, and complete.

Custodian Signature and Date

Dean/Director/Chancellor Signature and Date

Fiscal Administrator Signature and Date

FO Code

Submit original to Treasury Office with the required supporting documents.