

# Cash Drawer Reconciliation Sheet

Employee Name : \_\_\_\_\_  
 Date : \_\_\_\_\_  
 Shift : \_\_\_\_\_

CASH	AMOUNT

TOTAL CASH	
Cash to be Deposited	
Cash Receipts or POS Report per Register	
Cash Over (+) or Short (-)	
Reason for Cash Overage/Shortage	
Total Credit Card Charges	
Total Sales	
Total Deposit Amount	

Note	Employee Signature