

CASHIER OVER-(SHORT) REPORT

Date/Time _____

POS Terminal # _____

Cashier _____

Manager _____

Amount Over (Short) \$ _____

Cashier comments regarding what could have happened to cause the over-(short):

Cashier's Signature

Manager comments:

Manager's Signature

*Include this report with the sales receipts.
File a copy in the associate's personnel file.*