East Texas A&M - University
Sundry Receipts Book
Reconciliation

Sundry Receipt Information			Cash & Checks Receipt Information		
Sundry receipt number	**Sundry receipt amount**	**Comments**	**Cash & Checks receipt number**	**Cash & Checks receipt date**	**Cash & Checks receipt amount**
TOTALS				**TOTALS**	

VOIDS
Sundry receipt
number(s) VOIDED

Instructions
A new reconciliation must be completed at the end of every fiscal year. When returned with the sundry receipt book, it should be stapled to the cover of each sundry receipt book before it is turned in at the Cashier's Office window. If a department is keeping its sundry receipt book for the next fiscal year, it will still be responsible for preparing and submitting a reconciliation for the year ending on August 31. You may list a range of sundry receipt numbers, but each corresponding cash receipt must be listed

Signature of person completing form　　　　　　Date

Department

Fiscal Office Use Only
Cashier's initials__________________________
Date of verification______________________

Phone