

**LAKE SUPERIOR STATE UNIVERSITY PROCEDURES MANUAL**  
**Administrative Policy**

**Section Number 2.5.4**  
**Attachment #1**

RECONCILIATION			
Date: _____			
U.S.		CANADIAN	
NUMBER	AMOUNT	NUMBER	AMOUNT
.01 _____	_____	01 _____	_____
.05 _____	_____	.05 _____	_____
.10 _____	_____	.10 _____	_____
.25 _____	_____	.25 _____	_____
.50 _____	_____	.50 _____	_____
1.00 _____	_____	1.00 _____	_____
SUB. COINS	\$ _____	SUB. COINS	\$ _____
1.00 _____	_____	1.00 _____	_____
2.00 _____	_____	2.00 _____	_____
5.00 _____	_____	5.00 _____	_____
10.00 _____	_____	10.00 _____	_____
20.00 _____	_____	20.00 _____	_____
SUBTOTAL BILLS	\$ _____	SUBTOTAL BILLS	\$ _____
TOTAL CHECKS	\$ _____	SUBTOTAL	\$ _____
SUBTOTAL	\$ _____	DIS. RATE	X \$ _____
CAN. TOTAL	\$ _____	DISCOUNT	- \$ _____
GRAND TOTAL	\$ _____	U.S. EQUIV.	= \$ _____
ACCOUNT#	DESCRIPTION	AMOUNT	DIFFERENCES
1-06000-0521	FINES	_____	CHANGEFUND
1-14010-3902	MICELLANEOUS	_____	\$ _____
1-14011-3910	PHOTOCOPIES	_____	AUDIOVISUAL
1-14012-3903	AUDIOVISUAL	_____	\$ _____
1-10601-2110	TAX	_____	CASH RAWER
0-14011-3503	OVER(UNDER)	_____	_____
TOTAL DEPOSIT		_____	