DAILY ACTIVITY RECORD
NAVCOMPT FORM 2211 (REV. 3-72)

REGISTER NO.

NAME OF DEPARTMENT	SIGNATURE OF CASHIER	DATE

	ITEM NO.	ITEM	AMOUNT
LINES 1 THRU 6 TO BE FILLED IN BY CASHIER	1.	CASH TURNED IN (DETAIL BELOW - ITEM 20)	$
	2.	CHANGE FUNE (-) (WHEN TURNED IN WITH RECIEPTS)	
	3.	REFUNDS (+)*	
	4.	CASH SALES	
	5.	CHARGE/COMMERCIAL CREDIT SALES	
	6.	**TOTAL SALES:** SALES SLIPS OR TICKET NUMBERS _____ THRU _____	$
PERSON VERIFY-ING CASH AND CHARGES WILL VERIFY LINES 1 2, AND 5 AND FILL IN LINES 7 THRU 11	7.	CHANGE FUND	
	8.	CASH RECEIPTS	
	9.	TOTAL CASH VERIFIED (LINE 7 + 8 = 9)	
	10.	CHARGE SALES	
	11.	**TOTAL VERIFIED (LINE 9 + 10 = 11)**	$
PERSON READING THE REGISTER WILL FILL IN LINES 13 THRU 18	12.	CLOSING REGISTER READING	
	13.	OPENING REGISTER READING	
	14.	REGISTER AMOUNT (LINE 12 - 13 = 14)	
	15.	OVER-RINGS (-) AND UNDER-RINGS (+)	
	16.	REFUNDS (+) (TO BE USED WHEN REFUNDS ARE REFLECTED IN REGULAR REGISTER) READINGS)	
	17.	ADJUSTED REGISTER READING (LINE 14 ±15 ± 16 = 17)	
	18.	**CASH OVERAGES OR SHORTAGES (CIRCLE: OVERAGE OR SHORTAGE)**	$

19. BREAKDOWN OF REVENUE (TO BE FILLED IN BY BOOKKEEPER)

NAME OF ACCOUNT	ACCOUNT NO.	DEBIT AMOUNT	CREDIT AMOUNT
TOTAL		**$**	**$**

* SIGNED REFUND VOUCHERS WILL BE ATTACHED

REMARKS: *(Use reverse side if necessary)*

20. DETAIL OF CASH TURNED IN (TO BE FILLED IN BY CASHIER)

COINS	CENTS	$	
	NICKELS		
	DIMES		
	QUARTERS		
	HALF-DOLLARS		
	TOTAL COINS		$
CURRENCY	ONE'S		
	FIVE'S		
	TEN'S		
	TWENTY'S		
	TOTAL CURRENCY		
CHECKS/M. O.'S	U. S. CHECKS		
	OTHER CHECKS		
	MONEY ORDERS		
	TOTAL CHECKS/M. O.'S		$
	GRAND TOTAL CASH TURNED IN		$

SIGNATURE OF PERSON DESIGNATED TO READ REGISTER	SIGNATURE OF PERSON DESIGNATED TO VERIFY CASH AND CHARGES)

NOTE: TO MAKE CORRECTIONS: LINE THROUGH ERROR. WRITE CORRECT AMOUNT ABOVE ERROR. INITIAL AND DATE. CORRECTIONS ARE MADE ONLY BY PERSON MAKING ERROR. NO CORRECTIONS WILL BE MADE TO LINES 1 THROUGH 6.