

CASH LOSS REPORT

Restaurant # and Location: _____
Date and Time of Loss: _____
Amount of Loss: _____
Loss Discovered By: _____
Date and Time of Discovery: _____
Supervisor Name: _____
Date and Time Reported to Supervisor: _____

CASH SHORTAGE - \$15.00 OR MORE

Was safe fully locked (not day locked)? _____
List of employees who have safe combination: _____
List of employees who have key to building but NOT safe combination: _____
Petty Cash/Change Fund Shortage: _____
Cash Register Shortage: _____

Register #	Shift #	Employee	Amount of Loss

MISSING OR LATE DEPOSIT

Is a full or partial deposit missing? _____
Amount: _____
How was missing or late deposit discovered? _____
Who was assigned to take deposit to bank? _____
Reason deposit was NOT taken to bank: _____
Was a police report filed? _____
 If yes, where? _____
 Date reported: _____
 Police officer: _____
 Employee reporting missing or late deposit: _____
 Police report availability date: _____

ROBBERY

Brief description of what happened during robbery: _____

Was a police report filed? _____
 If yes, where? _____
 Date reported: _____
 Police officer: _____
 Employee reporting robbery: _____
 Police report availability date: _____

Print Name of Person Completing This Report

Signature of Person Completing This Report/Date