

SAM - CASH

CASH DISBURSEMENTS REGISTER

8094

(Revised & Renumbered 2/1965)

General Cash and Agency Trust Fund Cash disbursements will be recorded daily in Cash Disbursements Registers. Separate registers will be used for General Cash and Agency Trust Fund Cash transactions respectively. Agencies will record individual checks or make a summary entry for all pertinent checks written each day, depending primarily upon the volume of checks written. If a single entry is made in a register for each day, beginning and ending check numbers will be recorded in the register.