

### Student Refund Reconciliation for Workstation

Workstation	_____	Date	_____
Original Cash In Draw			_____
	Less: Student Refunds **		_____
Adjusted Total			=====
Cash on Hand			=====
Cash over/short			_____

**\*\* This should be taken from the student refund report which the students must sign indicating they have received the refund. Attach the adding machine tape to the reconciliation.**

Prepared By: \_\_\_\_\_

Reviewed By: \_\_\_\_\_