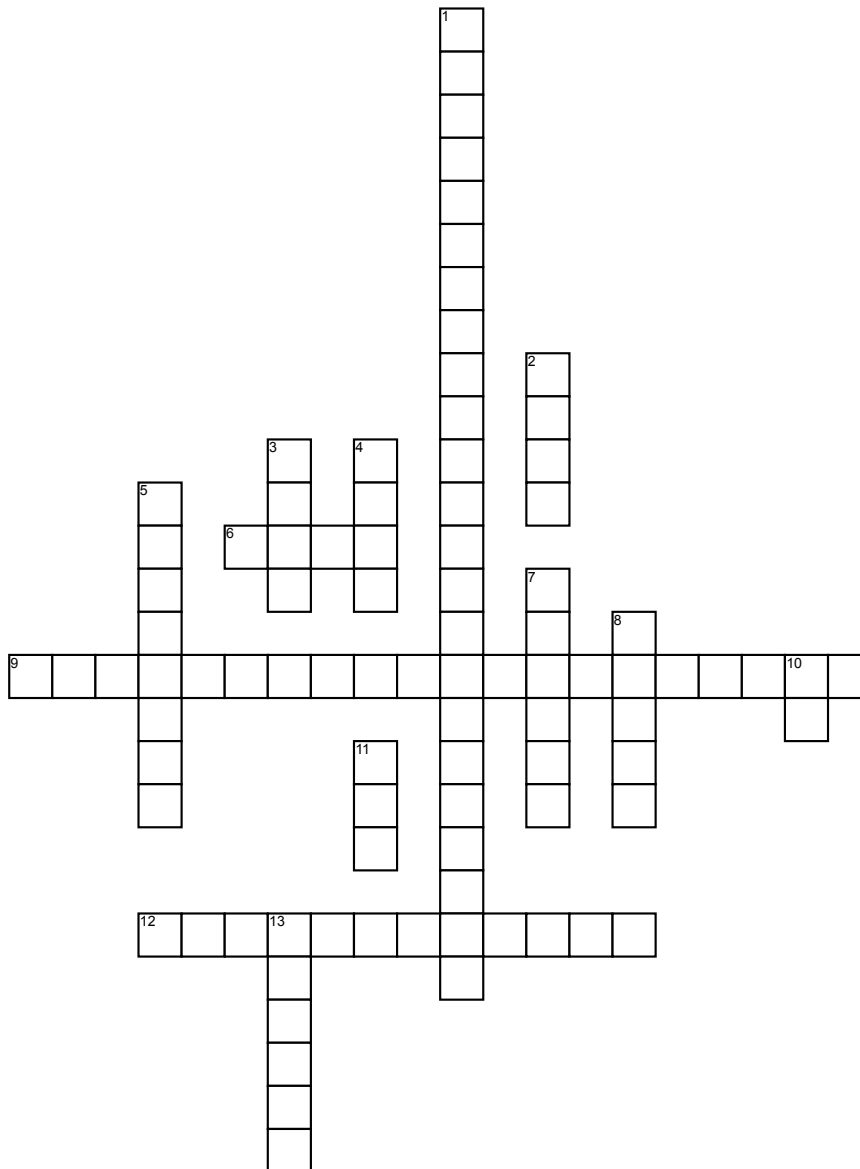


Name: _____

Date: _____

Cashier Crossword & Number Fill In



Across

- 6.** It is a prescribed daily accountability document. The form summarizes all transactions for each business day. It provides a complete picture of accountability from day to day.
- 9.** It is the voucher heading and date, accounting classification, amount to be disbursed, method of disbursement, payee, and signatures.
- 12.** Heading and Date, Acct Class, Amount, Method of disbursement, Payee, and Signatures are required in these type of vouchers?

Down

- 1.** Who must sign the disbursement voucher
- 2.** What form is used to make casual payments?
- 3.** What form is used to record foreign currency exchange transactions?
- 4.** What form is used to pay a travel advance?
- 5.** This section of the 2665 summarizes all transactions affecting cash accountability since the last turn-in to the principal.

- 7.** When is an Internal Receipt for Cash used as a disbursement form?
- 8.** When is a cashier required to prepare a DD Form 2664?
- 10.** What Negotiable Instruments abbreviation is used for Treasury Checks?
- 11.** What form is used by dining facilities when a cash turn-in is made?
- 13.** Which block of the DD 2664 gives you the exchange rate?