

Reconciliation of Petty Cash Fund

Cash on hand

Enter the amount of cash from actual count.

Hundreds _____	Halves _____
Fifties _____	Quarters _____
Twenties _____	Dimes _____
Tens _____	Nickels _____
Fives _____	Pennies _____
Ones _____	Other _____

Total cash on hand (1) _____

Petty cash vouchers (unreimbursed)

<u>Description</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Receipts	(2) _____

Other

<u>Description</u>	<u>Amount</u>
_____	_____
Total Other	(3) _____

Reimbursement Requests in Transit (4) _____

Total of lines 1 through 4 (5) _____

Amount of petty cash fund (6) _____

Lines 5 and 6 should agree. If there is a difference, an explanation MUST BE ATTACHED.

I certify the above to be a true statement of the petty cash fund of which I am custodian.

Signature of Custodian

Date

Name of Custodian (Typed or Printed)

Department

Business Office Staff