

Petty Cash Reconciliation

DEPARTMENT: _____

DATE: _____

CASH ON HAND

CASH \$ _____

COIN \$ _____

Sub-total Cash On Hand \$ _____

RECEIPTS

<u>ACCT. NO.</u>	<u>RECEIPT No/VENDOR</u>	
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Sub-total Receipts \$ _____

OTHER

_____ \$ _____

_____ \$ _____

Sub-total Other \$ _____

TOTAL PETTY CASH FUND \$ _____

(Sub-total Cash on hand +
Sub-total Receipts + Other)

EXPLANATIONS:

Custodian/Chairperson _____

Reconciled By _____ FY _____

Distribution: White - Business Office, Yellow - Department Copy