

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)

Description

Amount

Total Receipts (2) _____

Other

Description

Amount

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