

## 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) _____

<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