

PETTY CASH RECONCILIATION FORM

Dept. _____ For Period Ending _____

| Currency | Amount |
|---|--------|
| \$100 Bills | |
| \$ 50 Bills | |
| \$ 20 Bills | |
| \$ 10 Bills | |
| \$ 5 Bills | |
| \$ 1 Bills | |
| \$.50 Coins | |
| \$.25 Coins | |
| \$.10 Coins | |
| \$.05 Coins | |
| \$.01 Coins | |
| Checks | |
| A. Total Cash on Hand | |
| B. Requisition # _____ submitted but reimbursement not yet received | |
| C. Requisition # _____ submitted but reimbursement not yet received | |
| D. Requisition # _____ submitted but reimbursement not yet received | |
| E. Total of petty cash expenses not yet submitted for reimbursement | |
| F. Total of cash and amounts not reimbursed (sum of A through E) | |
| G. Petty cash established amount | |
| H. Difference (F minus G) - overage or (shortage) | |

Petty Cash Custodian _____ Date _____

Vice President, College Services _____ Date _____