



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PETTY CASH RECONCILIATION FORM

Department: _____ 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	
A. TOTAL CASH ON HAND	
Checks	
Requisition # _____ submitted, but reimbursement not yet received	
Requisition # _____ submitted, but reimbursement not yet received	
Requisition # _____ submitted, but reimbursement not yet received	
Total of petty cash expenses not yet submitted for reimbursement	
B. TOTAL OF CASH, CHECKS, AND AMOUNTS NOT REIMBURSED (FROM ABOVE)	
C. PETTY CASH ESTABLISHED AMOUNT	
DIFFERENCE (B MINUS C) – OVERAGE OR SHORTAGE	

Petty Cash Custodian: _____ Date: _____

Vice President, Business Services: _____ Date: _____