

# PEPPERDINE UNIVERSITY

## PETTY CASH FUND RECONCILIATION

Department \_\_\_\_\_ Date \_\_\_\_\_

### Cash On Hand

	Currency		Coin
100			
50		Dollar	
20		Half Dollar	
10		Quarter	
5		Dime	
2		Nickel	
1		Penny	
<b>Total</b>		<b>Total</b>	
<b>Cash On Hand Total \$ _____</b>			

### Disbursements

	Petty Cash Disbursements On Hand (not submitted to PeopleSoft yet)		Petty Cash Disbursements Submitted to PeopleSoft (copies on hand)
<b>Total</b>		<b>Total</b>	
<b>Disbursement Total \$ _____</b>			

### Fund Summary

Notes _____	Fund Amount Issued	
	Cash On Hand Total (-)	
	Disbursement Total (-)	
	Difference	
If cash difference, contact Cashier's Office, Ext. 4107.		

\_\_\_\_\_  
Fund Custodian (Signature) Print Name Date Extension

\_\_\_\_\_  
Supervisor (Signature) Print Name Date Extension