

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		
Total		Total		
Cash On Hand Total \$ _____				

Disbursements

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

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