

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