

# PEPPERDINE UNIVERSITY

## PETTY CASH FUND RECONCILIATION

Department \_\_\_\_\_ Date of Report \_\_\_\_\_

### 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 Total \$ _____</b>			

### Disbursement

	Receipts on Hand		Pending Reimbursement
<b>Total</b>		<b>Total</b>	
<b>Disbursement Total \$ _____</b>			

### Fund Summary

Notes _____	Petty Cash Fund Issued	
	Cash Total (-)	
	Disbursement Total (-)	
	Difference	
If cash difference, contact Cashier's Office.		

\_\_\_\_\_  
*Cash Custodian (Signature)* *Print Name* *Date*

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