

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	
Total		Total	
Cash Total \$ _____			

Disbursement

	Receipts on Hand		Pending Reimbursement
Total		Total	
Disbursement Total \$ _____			

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