



**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