

Petty Cash or Change Fund Reconciliation Form

(Only complete light blue highlighted areas. The spreadsheet will calculate for you.)

Date

Custodian's Name and PERNR

Business Area Name and #

PC Fund #

Approved Petty Cash Fund Amount

(This is the amount as indicated on the Request for Cash Advance form)

	Currency on Hand		Quantity		Total
	0.01	x		=	
	0.05	x		=	
	0.10	x		=	
	0.25	x		=	
	1.00	x		=	
	5.00	x		=	
	10.00	x		=	
	20.00	x		=	
	50.00	x		=	
	100.00	x		=	

Total Cash on Hand

Receipts on Hand (amount to be reimbursed)

Advance(s) Issued from fund

Total Amount Replenishments Currently Submitted (but not yet received)

Total Reconciled Petty Cash

Total Approved Petty Cash Fund Per Above (line 12)

Difference

Custodian Signature

FO Signature