

PETTY CASH RECONCILIATION FORM

Date

Department

Petty Cash Fund Number

Chartfield

Check All That Apply:

Report to Approver

Change of Custodian:

From: _____

To: _____

Change of Approver:

From: _____

To: _____

Petty Cash Fund Close Out

	Amount
Cash on Hand	\$
Receipts on Hand	\$
Total Cash and Receipts	\$
Petty Cash Fund Original Amount	\$
Difference	\$

Reason for difference (if any) and remedial plan to address difference:

I have verified fund status and agree to this reconciliation report:

Custodian Signature

Custodian Name

Approver Signature

Approver Name

I have verified fund status, agree to this reconciliation report, and assume management of the fund:

Newly Appointed Custodian or Approver Signature

Newly Appointed Custodian or Approver Name