

# Petty Cash Fund Reconciliation

This form should be prepared and submitted with any request for reimbursement of funds and/or when the fund is being discontinued. A change of custodian requires the petty cash fund be verified by the custodian and department chair or budgetary head and the new custodian documented by submitting a new Petty Cash Authorization Form to Accounting Services, CAB 106.

Department  Date

Authorized Petty Cash Fund Amount	<input type="text"/>
Cash on Hand	<input type="text"/>
Receipts on Hand	<input type="text"/>
Total Petty Cash Accounted For	<input type="text"/>
*Over/(Short)	<input type="text"/>

Explanation of Overage/Shortage

**Any difference between authorized amount and accounted for amount must be investigated and explained above.**

Cash Custodian \_\_\_\_\_

Reconciliation prepared by \_\_\_\_\_

Reconciliation reviewed by \_\_\_\_\_  
(Must be the department chair or budgetary head.)

Index to be charged  - 74910 Please forward to Accounting Services, CAB 106, upon completion.