



**Finance & Accounting
Quarterly Petty Cash Reconciliation**

Dept/Proj Name: _____

Fund Amount: _____

Dept/Proj #: _____

Date: _____

Custodian Name: _____

<u>Currency:</u>	<u>Quantity</u>	<u>Amount</u>
100.00	_____	_____
50.00	_____	_____
20.00	_____	_____
10.00	_____	_____
5.00	_____	_____
1.00	_____	_____
<u>Coins:</u>	_____	_____
1.00	_____	_____
0.50	_____	_____
0.25	_____	_____
0.10	_____	_____
0.05	_____	_____
0.01	_____	_____
Total Cash:		_____
Plus Outstanding Items/Adjustments:		
Reimbursements not submitted		
to Vendors Payable:		_____
Reimbursements submitted		
to Vendors Payable:		_____
Plus Overages/Minus Shortages:		_____
Grand Total:		=====

Custodian Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Supervisor Name (Print)K _____

Finance and Accounting Initials: _____ Date: _____

Note: The grand total of petty cash should be the same as the total petty cash assigned to the custodian. This form is due in Finance & Accounting within 15 days after the end of each quarter (Oct. 15, Jan. 15, Apr. 15 and Jul. 15).