

## PETTY CASH & CHANGE FUND RECONCILIATION

DUE TO FINANCIAL SERVICES (fsgen@ou.edu) BY: JANUARY 5TH, APRIL 1ST, JULY 1ST AND OCTOBER 1ST

## SECTION 1: CASH ON HAND - to be completed for Petty Cash and Change Funds

Coin:	Count	\$ Amount
Pennies		
Nickels		
Dimes		
Quarters		
Other		
Total Coin		\$ -

Bills:	Count	\$ Amount
\$1		
\$5 \$10		
\$10		
\$20		
\$50		
\$20 \$50 \$100		
Total Bills		Ś -

Total Coin		
Total Bills		
Total Cash on Hand	\$	-

## SECTION 2: CASH DISBURSED/SPENT - to be completed for Petty Cash Funds only

Vendor	Date	Description of Purchase	GL Account #	Amount
			Total Disbursed	\$ -

SECTION 3: RECONCILIATION - Total cash on hand + total disbursed = Total cash per reconciliation and must be equal to the authorized fund balance

Total Cash on Hand (Section 1)	\$	-			
Total Disbursed (Section 2)	\$	-			
Total Cash per Reconciliation Authorized Fund Balance	\$	-			
	<b>^</b>				
Over (Short)	\$	-			
-					
Custodian Name			Date	ORG	
Custodian Signature			Date	ORG	
Fund Sponsor Signature			Date	ORG	

Petty Cash/Change Fund Officer Signature

Date