Rice University
Cashier's Office

Petty Cash Reconciliation

Section 1: Custodian Information

Custodian: _____

Organization/Dept: _____

Phone: _____ E-Mail: _____

Section 2: Reconciliation Details

Currency		Coin		
Hundreds		Dollars		
Fifties		Half Dollars		
Twenties		Quarters		
Tens		Dimes		
Fives		Nickels		
Twos		Pennies		
Ones				
Line 1 – Total Counted Cash on Hand:				0.00

Description of Un-replenished Petty Cash Vouchers	Dollar Amount	
Line 2 - Total Value of Un-replenished Vouchers:		0.00

Line 3 - Total Cash on Hand and Un-replenished Petty Cash Vouchers:	0.00

Line 4 - Total Petty Cash Funds Assigned (Enter as Negative Amount):	0.00

Line 5 - Difference (see note below):	0.00

NOTE: Line 5 should equal zero. If a negative number is noted, you are short funds; if positive, you are over funds.

Section 3: Certification

Custodian Printed Name	Signature	Date
ORG Signature Authority Printed Name	Signature	Date