



# 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:			

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

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

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

Line 5 - Difference (see note below):

**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