

# PETTY CASH FUND RECONCILIATION FORM

\_\_\_\_\_  
DATE



MONTHLY REPORT TO DEPARTMENT HEAD

\_\_\_\_\_  
PETTY CASH FUND NUMBER



TRANSFER OF CUSTODIANSHIP

\_\_\_\_\_  
DEPARTMENT

FROM: \_\_\_\_\_

TO: \_\_\_\_\_

	AMOUNT
Cash on Hand	\$
Receipts on Hand	\$
Total Cash and Receipts	\$
Petty Cash Fund Original Amount	\$
Difference	\$

REASON FOR DIFFERENCE (IF ANY):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SIGNATURES**



I have verified fund status and agree to this reconciliation report:



I have verified fund status, agree to this reconciliation report, and assume management of the fund:

\_\_\_\_\_  
DEPARTMENT HEAD SIGNATURE

\_\_\_\_\_  
CUSTODIAN ASSUMING FUND MANAGEMENT