**THE UNIVERSITY OF OKLAHOMA**

# PETTY CASH FUND RECONCILIATION

|  |  |  |  |
| --- | --- | --- | --- |
| For the month/year: |  |  |  |
| Department Name: |  | Dept Number |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  | |  |  |  | Cash Balance |
|  | |  | |  |  |  |  |
| Balance at the end of the month | |  | |  |  | (a) |  |
|  | |  | |  |  |  |  |
| Disbursements that have not been reimbursed | |  | |  |  |  |  |
| By Financial Services | |  | |  |  |  |  |
|  | |  | |  |  |  |  |
|  | |  | |  |  |  |  |
|  | |  | |  |  |  |  |
|  | |  | |  |  |  |  |
|  | |  | |  |  |  |  |
| Subtotal Reconciling items | |  | |  |  | (b) |  |
| TOTAL | |  | |  |  | (a+b) |  |
| TOTAL AUTHORIZED AMOUNT OF THE PETTY CASH FUND | | | | |  |  |  |
| Long/Short | |  |  | |  |  |  |
|  |  | | | |  |  |  |
| Reconciled by: |  | | | |  |  |  |
| Reviewed by: |  | | | |  |  |  |
| Custodian of fund: |  | | | |  |  |  |