

PETTY CASH & CHANGE FUND RECONCILIATION

DUE TO FINANCIAL SERVICES (fsgen@ou.edu) BY: JANUARY 15TH, APRIL 15TH, JULY 15TH AND OCTOBER 15TH

	SECT	ION 1: CASH ON HAND	• to be comple	ted for Petty Cash and C	Change Funds		
Coin:	Count	\$ Amount		Bills:		Count	\$ Amount
Pennies				\$1			
Nickels			7	\$5			
Dimes			∃	\$10			
Quarters			∃	\$20			
Other			-	\$50			
Total Coin				\$100		 	
		1		Total Bills			
Total Coin							
Total Bills							
Total Cash on Hand							
	SECTI	ON 2: CASH DISBURSE	D/SPENT - to be	completed for Petty Ca	sh Funds only		
Vendor Date Description of Purchase						GL Account #	Amount
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	_						
	_						
		<u> </u>				Total Disbursed	
SECTION 3: RECONCILIAT	ION - Total cash on har	d + total disbursed = To	otal cash per rec	onciliation 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							
Over (Short)*							
*If this amount is not zero, please comp	olete explanation below:						
	· ·						
Custodian Name			Date	ORG	Donartmont	/Collogo	
Custoulan Nallie			Date	ONG	Department	Department/College	
Custodian Signature			Date	ORG			
Fund Sponsor Signature			Date	ORG			
Species Grietare				55			
Petty Cash/Change Fund Officer Signature			Date				