## PETTY CASH \& CHANGE FUND RECONCILIATION

| SECTION 1: CASH ON HAND - to be completed for Petty Cash and Change Funds |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Coin: | Count | \$ Amount | Bills: | Count | \$ Amount |
| Pennies |  |  | \$1 |  |  |
| Nickels |  |  | \$5 |  |  |
| Dimes |  |  | \$10 |  |  |
| Quarters |  |  | \$20 |  |  |
| Other |  |  | \$50 |  |  |
| Total Coin | 0 | \$ 0.00 | \$100 |  |  |
|  |  |  | Total Bills | 0 | \$ 0.00 |


| Total Coin | 0 | $\$ 0.00$ |
| :--- | :---: | :---: |
| Total Bills | 0 | $\$ 0.00$ |
| Total Cash on Hand | 0 | $\$ 0.00$ |


| SECTION 2: CASH DISBURSED/SPENT - to be completed for Petty Cash Funds only |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
| Vendor | Date | Description of Purchase | GL Account \# | Amount |
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|  |  |  |  |  |
|  |  |  | Total Disbursed | \$ 0.00 |



| Custodian Name | Date | ORG | Department/College |
| :--- | :--- | :--- | :--- |
| Custodian Signature | Date | ORG |  |
| Fund Sponsor Signature | Date | ORG |  |

