**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: |       |  |  |  |