



CUSTODIAN'S PETTY CASH FUND RECONCILIATION – CASH ACCOUNT

DATE _____

Check one of the following:

HOLD AND CALL (PICK-UP CHECK FROM TREASURER'S OFFICE)

MAIL TO ADDRESS BELOW

CUSTODIAN'S NAME _____

ADDRESS _____
(For Mailing Replenishment Check)

SLOT _____

DEPARTMENT _____

ROOM NO. _____

Established amount of Fund.....	\$ _____
Total Disbursements (attach documentation)...	\$ _____
Total Cash on Hand	\$ _____
Difference, if any	\$ _____

Explanation of difference:

Custodian Signature _____

"As fund custodian, I recognize that I am personally responsible for the full amount of the fund entrusted to me and certify this amount is currently represented by either cash on hand, receipts for reimbursement, or signed vouchers."

Count witnessed by:

Account number to be charged: (fund, CCN, WBSE)

Custodian's Supervisor
MUST HAVE SECOND SIGNATURE

Instructions: To be completed and submitted with a Schedule of Reimbursement and/or original receipts to the Treasurer's Office, slot 560.