

# Petty Cash Verification

Week of: \_\_\_\_\_

Facility: \_\_\_\_\_

Allowable Amount of Cash on Hand: \_\_\_\_\_

CASH ON HAND	
Currency	
Twenty's	_____
Ten's	_____
Five's	_____
One's	_____
Coins	
Quarters	_____
Dimes	_____
Nickels	_____
Pennies	_____
<b>TOTAL</b>	_____

Outstanding Petty Cash Disbursements Awaiting Reconciliation			
Date	Name of Requestor	Ticket# / Description of Purchase	Amount
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
TOTAL:			_____

### Verification Summary

Cash on Hand: \_\_\_\_\_ + Outstanding Disbursements: \_\_\_\_\_ =

**Petty Cash Balance:** \_\_\_\_\_

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

Unit Head Verification: \_\_\_\_\_

Date: \_\_\_\_\_