

# Petty Cash Reconciliation

Month/Year: \_\_\_\_\_

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 Withdrawals, Receipts Paid, Reimbursements Not Requested			
Date	Name of Requestor	Ticket# / Description of Purchase	Amount
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
<b>TOTAL:</b>			_____

### Verification Summary

Cash on Hand: \_\_\_\_\_ + Outstanding Withdrawals, Receipts Paid, Reimbursements not requested: \_\_\_\_\_ +

Reimbursements in Transit/Advances: \_\_\_\_\_ = **Petty Cash Balance:** \_\_\_\_\_

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

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