UNIVERSITY of NORTHERN COLORADO

PETTY CASH RECONCILIATION STATEMENT & DISBURSEMENT REPORT

Requesting Organization _____ Building/Room # _____

Originator _____ Date _____

Authorized Signature _____ Report period _____ thru _____

A. Authorized petty cash amount per petty cash slip on file with the Cashier's office: $ _____

B. Disbursements:

Description	Amount

ADD: Petty cash reimbursement claims for prior periods not received (Date submitted _____) $ _____

Total petty cash disbursements $ _____

C. Petty cash on hand (A minus B) $ _____

D. Actual petty cash count (MUST be same as C above) $ _____

On the last working day of each month, more often if necessary, the department making such incidental petty cash expenditures shall submit a properly executed Check/EFT Request accompanied by this Petty Cash Report and the proper receipts to the Accounts Payable Office for reimbursement to cover all approved expenditures. At the close of each fiscal year, this properly executed petty Cash report should be on file in the Cashier's office for examination and to be included as an integral part of the total University cash system.

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