



Petty cash reconciliation statement and disbursement report

Requesting Organization: _____ Building/Room #: _____

Originator: _____ Date: _____

Authorized Signature: _____

Report period: _____ thru _____

	Amount
A. Authorized petty cash amount per petty cash slip on file with Cashier's office	
Disbursements - Description	
Add: Petty cash reimbursement claims for prior periods not received	
Date submitted: _____	
B. Total petty cash disbursements:	
C. Petty cash on hand (A minus B)	
D. Actual petty cash count (must be the 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 general accounting for examination and be included as an integral part of the total University cash system.