



# PETTY CASH FUND RECONCILIATION FORM

MONTHLY REPORT TO DEPARTMENT HEAD

\_\_\_\_\_  
DATE

TRANSFER OF CUSTODIANSHIP

\_\_\_\_\_  
PETTY CASH FUND NUMBER

FROM: \_\_\_\_\_

\_\_\_\_\_  
DEPARTMENT

TO: \_\_\_\_\_

	AMOUNT
Cash on Hand	\$
Receipts on Hand	\$
Total Cash and Receipts	\$
Petty Cash Fund Original Amount	\$
Difference	\$

REASON FOR DIFFERENCE (IF ANY):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### SIGNATURES

I have verified fund status and agree to this reconciliation report:

I have verified fund status, agree to this reconciliation report, and assume management of the fund:

\_\_\_\_\_  
*Department Head Signature*

\_\_\_\_\_  
*Custodian Assuming Fund Management*