



UNIVERSITY OF CENTRAL FLORIDA
Finance & Accounting
Quarterly Petty Cash Reconciliation

All Petty Cash Custodians are required to submit to Finance & Accounting F&A form 41-836 “Quarterly Petty Cash Reconciliation.” This form is used to verify that funds advanced to you as custodian of the fund, on behalf of the University, continue to comply with all University rules and regulations governing their use.

All petty cash funds are subject to surprise audit by either Finance & Accounting or the Inspector General’s Office. Failure to comply with rules may result in the loss of petty cash fund in your department.

If you have any questions, contact the Auxiliary Section of Finance & Accounting at X2-1052.