



UNIVERSITY OF
CENTRAL FLORIDA

Financial Affairs Quarterly Petty Cash Reconciliation

NOTE: This form **must** be downloaded and completed in a PDF application.

Dept/Proj Name: _____

Fund Amount: _____

Dept/Proj #: _____

Date: _____

Custodian Name: _____

<u>Currency:</u>	<u>Quantity</u>	<u>Amount</u>
100.00	_____	_____
50.00	_____	_____
20.00	_____	_____
10.00	_____	_____
5.00	_____	_____
1.00	_____	_____
<u>Coins:</u>	<u>Quantity</u>	<u>Amount</u>
1.00	_____	_____
0.50	_____	_____
0.25	_____	_____
0.10	_____	_____
0.05	_____	_____
0.01	_____	_____

Total Cash: _____

Plus Outstanding Items/Adjustments:

Reimbursements **not** submitted
to Vendors Payable: _____

Reimbursements submitted
to Vendors Payable: _____

Plus Overages/Minus Shortages: _____

Grand Total: _____

Custodian Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Supervisor Name (Print)K _____

Financial Affairs Signature: _____ Date: _____

Note: The grand total of petty cash should be the same as the total petty cash assigned to the custodian. This form is due in Financial Affairs within 15 days after the end of each quarter (Oct. 15, Jan. 15, Apr. 15 and Jul. 15).