

Reconciliation is required each June 30th as part of the year end process.

Petty Cash Banner ID#: _____ Date: _____
 Custodian Name: _____ Phone #: _____
 Department: _____ Business Center: _____

A Petty Cash fund is an "imprest" fund. An imprest fund is a cash fund of a fixed amount established through an advance of funds, to an authorized custodian to transact immediate cash payments of relatively small amounts for authorized purchases of supplies and non-personal services. The value of the fund remains constant; the sum total of cash-on-hand and receipts always equals the imprest amount.

Imprest Amount of Petty Cash Fund:			
Date	Paid To	Description	Amount
Total Receipts to be Reimbursed:			
Total Cash on Hand:			
Total Cash and Receipts			
Difference of Fund Amount and Receipts and Cash*			

* Total items to be reimbursed plus cash on hand should equal imprest amount of petty cash. Differences must be reconciled with the Cashier's Office Manager.

Custodian:

The above reconciliation is true and correct to the best of my knowledge.

Signature: _____ Date: _____
 Printed Name: _____ Title: _____

Department Approval:

Signature: _____ Date: _____
 Printed Name: _____ Title: _____

Business Affairs Use Only

Custodian Updates Needed? Yes No

Custodian Agreement Sent: _____ Custodian Record Updated: _____
Initial Date Initial Date