

Master File # _____

Oracle Account # _____

PETTY CASH RECONCILIATION

We are required to confirm quarterly all imprest cash funds. As the official fund custodian of the \$ _____ fund used by _____, you need to do a reconciliation of the fund showing the results below. Also, please state the purpose of the fund on the PC purpose line and verify the contact information, correcting it as necessary. Your supervisor must independently verify the fund balance and sign on the indicated line below. Then you must sign the certification line and return to General or Grants and Contracts Accounting. If you have more than one fund but you did not receive a separate confirmation on it, please copy this one and complete one for each fund as applicable.

Reconcilement	Contact
Date _____	Fund Custodian
Time of Day _____	Name _____
	Address _____
Bills and Coins \$ _____	Extension # _____
Outstanding	
(paid out -	
vouchers or	Fund Custodian's Supervisor:
other doc.) \$ _____	Name _____
Other (specify) _____	Address _____
Total fund \$ _____	Extension # _____

Petty Cash Purpose Line

I have independently verified the imprest fund balance and certify it to be correct.

Fund Custodian's Supervisor Certification

Fund Custodian Certification