

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

Petty Cash Banner ID#: \_\_\_\_\_

Date: \_\_\_\_\_

Custodian Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Department: \_\_\_\_\_

Business Center: \_\_\_\_\_

Fund Type:  Change Fund  Petty Cash

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: \_\_\_\_\_  
Initial Date

Custodian Record Updated: \_\_\_\_\_  
Initial Date