



Reconciliation of Petty Cash Fund Closure

Petty Cash Fund No. \_\_\_\_\_

Department Deposit Record: (Receipt for cash from Cashier's Office)  
(Cash deposits to account 1100-1128)

Coin: \$ \_\_\_\_\_

Currency: \$ \_\_\_\_\_

Total Cash Returned to the Cashier \$ \_\_\_\_\_

Petty Cash Receipts

Receipts attached: \$ \_\_\_\_\_

FOAP to charge receipts:  
(Use the back of sheet if necessary)

Total Cash and Receipts \$ \_\_\_\_\_

Authorized Amount of Original Fund \$ \_\_\_\_\_

Overage/Shortage\* \$ \_\_\_\_\_

\*Please explain: \_\_\_\_\_  
\_\_\_\_\_

This certifies that I have reviewed and verified this report. All expenditures reported herein are in compliance with College policies.

\_\_\_\_\_  
Signature of Custodian

\_\_\_\_\_  
Signature of Department Head

*Please return forms and receipts to:*

*Alane Poff, Associate Controller, CPO 2206*

*Please return form and receipts to:*

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