



# Bursar & Treasury Services

Finance & Administration

UNIVERSITY OF GEORGIA

## Change Fund Reconciliation

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

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

Date of Reconciliation: \_\_\_\_\_

Fund Amount: \$ \_\_\_\_\_

Currency on Hand	Quantity	Total
\$0.01		
\$0.05		
\$0.10		
\$0.25		
\$0.50		
\$1.00		
\$2.00		
\$5.00		
\$10.00		
\$20.00		
\$50.00		
\$100.00		

Total Cash on Hand:

Authorized Change Fund Amount:

Discrepancy:

(if this is not \$0.00, please attach an explanation)

*I certify that on \_\_\_\_\_, I had in my possession and under my control \$\_\_\_\_\_ in custodial funds and that these funds are being administered in compliance with campus policy and procedure number 5.4.*

SIGNATURES ARE **NOT** REQUIRED FOR BIENNIAL SUBMISSION TO BURSAR & TREASURY SERVICES. APPROVAL WORKFLOW IS BUILT IN THE SMARTSHEET SUBMISSION PROCESS.

Reconciler Signature (cannot be the Custodian): \_\_\_\_\_

Custodian Signature: \_\_\_\_\_

Department Head/Director Signature: \_\_\_\_\_