



Bursar & Treasury Services

Finance & Administration

UNIVERSITY OF GEORGIA

Petty Cash Fund Reconciliation

Custodian Name: _____

Department: _____

Date of Reconciliation: _____

Fund Amount: \$ _____

Cash on Hand:

Receipts on Hand Not Submitted on Check Request:

Check Requests in Progress:
(please attach list)

Total Funds Accounted For:

Authorized Petty Cash 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 SMARSHHEET SUBMISSION PROCESS.

Reconciler Signature (cannot be the Custodian): _____

Custodian Signature: _____

Department Head/Director Signature: _____