



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.

Reconciler Signature (cannot be the Custodian): _____

Custodian Signature: _____

Department Head/Director Signature: _____