

**Petty Cash Record and Reconciliation**

Prepared By: \_\_\_\_\_ Department: \_\_\_\_\_

DATE	PAID TO OR RECEIVED FROM	FOR	CASH RECEIVED CASH DISBURSED	BALANCE

P.C. Reimbursement: Date: _____ Amount: _____	Summary
By: _____ Check #: _____	Cash on Hand: _____
_____	Petty cash slips: _____
Reconciled by _____	Total: _____
_____	q Over _____ q Short _____
Supervisor Approval _____	Disposition _____ Disposition _____
	_____