CLEAR FORM

PETTY CASH/CHANGE FUND RECONCILIATION

Department: _____ Date: _____

◯ Petty Cash
◯ Change Fund

Authorized Amount: $_____

Checks (Total) $ _____

Cash on Hand

Currency

Count	Denomination	Value
_____	100.00	$ 0.00
_____	50.00	$ 0.00
_____	20.00	$ 0.00
_____	10.00	$ 0.00
_____	5.00	$ 0.00
_____	1.00	$ 0.00

Count	Loose Coins	
_____	0.50	$ 0.00
_____	0.25	$ 0.00
_____	0.10	$ 0.00
_____	0.05	$ 0.00
_____	0.01	$ 0.00

Count (# of Rolls)	Rolled Coins	
_____	0.50	$ 0.00
_____	0.25	$ 0.00
_____	0.10	$ 0.00
_____	0.05	$ 0.00
_____	0.01	$ 0.00

Cash Subtotal $ 0.00

Cash & Checks $ 0.00

Receipts:	VENDOR	AMOUNT
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$

Receipt Subtotal $ 0.00

TOTAL CASH/RECEIPTS $ 0.00

AUTHORIZED AMOUNT $

Variance $ 0.00