

Petty Cash Reconciliation Form

Enter the 1st 3 letters of the mth, space & then the date. It will then be automatically formatted.

(Only complete light blue highlighted areas. The spreadsheet will calculate for you.)

Date

Petty Cash Holder's Name

Enter the Name of the Petty Cash Holder (the name the cheque will be issued in).

Department

This only needs to be used if the Employee preparing this document is not the Petty Cash Holder.

Prepared by (if not Petty Cash Holder)

Approved Petty Cash Fund Amount

Enter the total amount of the Petty Cash float without any expenses paid.

Currency on Hand Quantity Total

0.05	X	<input type="text"/>	=	-
0.10	X	<input type="text"/>	=	-
0.25	X	<input type="text"/>	=	-
1.00	X	<input type="text"/>	=	-
2.00	X	<input type="text"/>	=	-
5.00	X	<input type="text"/>	=	-
10.00	X	<input type="text"/>	=	-
20.00	X	<input type="text"/>	=	-
50.00	X	<input type="text"/>	=	-
100.00	X	<input type="text"/>	=	-

Put in quantities only, totals will be calculated.

Total Cash on Hand \$ -

This amount will pull from the 2nd worksheet.

Receipts on Hand (amount reimbursed)

Total Amount Replenishments Current

Only use this if you have already submitted a PC claim but have yet to receive it.

Total Reconciled Petty Cash \$ -

Total Approved Petty Cash Fund Per Above \$ -

Petty cash holder to sign here, not the individual preparing this if it is not the PC Holder.

Difference 0.00

Petty Cash Holder Signature

Approval Signature

Mgr to sign here.

Approval Signature Name

This should be the Mgr's name.