

Petty Cash Fund Reconciliation
Middle Tennessee State University

Department _____

Date: _____

| | | |
|-----------------------------------|----------|----------|
| Authorized Petty Cash Fund Amount | | \$ _____ |
| Cash on Hand | \$ _____ | |
| Reimbursement Request Amount | \$ _____ | |
| Total Petty Cash Account For | | _____ |
| *Over (Short) | | \$ _____ |

Explanation _____

Reconciliation prepared by _____

Reconciliation approved by _____

(Must be the department chairman or budgetary head)

*Any difference between authorized amount and accounted for amount must be investigated and explained.