



CASH COUNT RECONCILIATION

**Form
3102.10-D**

Type of Fund: Petty Cash or Change Fund Amount of Fund: \$ _____

Custodian Name: _____ Department Name: _____

Name of Petty Cash or Cash Change Fund: _____

Location of Fund (Building & Room #): _____

Bag/Drawer:		Loose Coins:		Loose Bills:		
	#	Amount	Count	Amount	Count	
	Amount			Amount	Amount	
Bag/Drawer	_____	_____	.01	_____	\$1	_____
Bag/Drawer	_____	_____	.05	_____	\$2	_____
Bag/Drawer	_____	_____	.10	_____	\$5	_____
Bag/Drawer	_____	_____	.25	_____	\$10	_____
Bag/Drawer	_____	_____	.50	_____	\$20	_____
Bag/Drawer	_____	_____	\$1	_____	\$50	_____
Bag/Drawer	_____	_____		_____	\$100	_____
Total Bag/Drawer \$:		_____	Total Coins:		_____	Total Bills:
						Total Cash:

Receipts Detail (attach additional sheet if necessary) (Petty Cash Only)

	\$
	\$
	\$
	\$
	\$
	\$
Total Receipts:	\$
Total Cash and Receipts:	\$
Variance:	\$

Reason for Variance:

Count performed by: _____
Custodian (Print name) (Signature) Date

Count verified by: _____
University Cashier (Print name) (Signature) Date