

THE UNIVERSITY OF TENNESSEE

INITIAL

COUNT OF PETTY CASH

DATE

Date \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

IMPREST AMOUNT OF FUND \_\_\_\_\_

Total

Balance in bank per check \_\_\_\_\_ Dated: \_\_\_\_\_ \$ \_\_\_\_\_

Name of Bank \_\_\_\_\_

Address of Bank \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Cash on hand: (Currency) \$ \_\_\_\_\_

(Change) \$ \_\_\_\_\_

\*\* (Checks) \$ \_\_\_\_\_

\*\*List checks in detail below and explain nature of item.

Check Date	Drawn On	Items Covered	Amount
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____

Vouchers in Transit (To Treasurer's Office for Reimbursement)

Transmittal Date	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**Paid Invoices or T-4's on Hand**

Date	Payee	Amount
		\$
		\$
		\$
		\$
		\$

**Funds Advanced to Others**

Date	Name	Purpose	Amount
			\$
			\$
			\$
			\$
			\$

**Other Cash Items (Describe)**

		\$
		\$
		\$
		\$
		\$

**Receipt:**

The above petty cash fund was counted in my presence by \_\_\_\_\_ Total \$ \_\_\_\_\_  
 \_\_\_\_\_ on (date) \_\_\_\_\_ as was returned to me intact. Over (Short) \$ \_\_\_\_\_  
 Total Fund \$ \_\_\_\_\_

Custodian Signature \_\_\_\_\_

Date \_\_\_\_\_



**The University of Tennessee  
Petty Cash Count Worksheet**

**Internal Audit**

**Contact Information:**

**Employee** \_\_\_\_\_  
**Phone** \_\_\_\_\_  
**Email** \_\_\_\_\_

**Prepared By** \_\_\_\_\_  
**Approved By** \_\_\_\_\_

<b>Initials</b>	<b>Date</b>

**Department:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Authorized Amount**  
 \_\_\_\_\_

		1	2	3	4	5	Total
1	<b>Coins</b>						-
2		-					-
3		-					-
4							-
5							-
6							-
7	<b>Total Coins</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	<b>Currency</b>						
9							-
10							-
11							-
12							-
13							-
14							-
15							-
16	<b>Total Currency</b>		\$ -	\$ -	\$ -	\$ -	\$ -
17	<b>Total Cash</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18	<b>Checks &amp; Bank Cards</b>						-
19	<b>Refunds</b>						-
20	<b>T-4's on Hand</b>						-
21	<b>Voucher's In Transit</b>						-
22	<b>Total Vouchers ( lines 18:21)</b>		\$ -	\$ -	\$ -	\$ -	
23	<b>Total Petty Cash ( lines 17+22)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	
24	<b>PETTY CASH ADVANCE</b>						
25	<b>Cash Register Sales:</b>						
26	<b>Ending Reading</b>						
27	<b>Beginning Reading</b>						
28	<b>Subtotal ( line 25-26)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
29	<b>Adjustments</b>						\$ -
30	<b>Adjusted Sales ( Deposits)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
31	<b>Petty Cash (Overage)/Shortage</b>	\$ -	\$ -	\$ -	\$ -	\$ -	

**Custodian Signature :** \_\_\_\_\_ **Date** \_\_\_\_\_

**Preparer:** \_\_\_\_\_ **Date** \_\_\_\_\_