

**THE UNIVERSITY OF TENNESSEE
RECONCILIATION OF PETTY CASH FUND**

Unit/Department _____ Amount of Fund \$ _____
 Petty Cash Acct. Name _____
 Petty Cash Acct. Number _____

Balance in Bank (per checkbook on June 30) \$ _____

Name of Bank: _____
 Bank Address: _____

Cash on Hand
 Currency \$ _____ Change \$ _____ Checks \$ _____ \$ _____

List checks in detail and explain nature of item.

Check Date	Drawn On	Items Covered	Amount

Vouchers in Transit (to Treasurer's Office for reimbursement) Copies must be attached

Transmittal Date	Amount

\$ _____

Paid Invoices or T-4s on Hand; Copies must be attached

Payee	Date	Amount

\$ _____

Funds Advanced to Others

Name	Date	Purpose	Amount

\$ _____

Change Fund

Name	Date	Purpose	Amount

\$ _____

Other cash items (describe):

	Total	\$ _____
	Over/Short	\$ _____
	Total Fund	\$ _____

I certify that the above statement is correct:

Custodian:		Email		Date:	
Prepared by:		Email		Date:	