



Petty Cash Count

Date funds are physically verified

06 Research 07 Extension 20 TVMDL

Department/unit requesting permission must select one agency

As of: _____

Actual Cash on hand by currency type

Vouchers submitted for reimbursement that have not been received

Receipts for funds that have been disbursed, but no reimbursement has been requested

Cash:		Vouchers submitted for processing:		Receipts:		
		Voucher Number:	Amount:	Vendor:	Date:	Amount:
\$50	_____	_____	_____	_____	_____	_____
\$20	_____	_____	_____	_____	_____	_____
\$10	_____	_____	_____	_____	_____	_____
\$5	_____	_____	_____	_____	_____	_____
\$1	_____	_____	_____	_____	_____	_____
Coin	_____	_____	_____	_____	_____	_____
Subtotal:	<input type="text" value="\$0.00"/>	Subtotal:	<input type="text" value="\$0.00"/>		Subtotal:	<input type="text" value="\$0.00"/>

Clear Fields

Cash: \$0.00

Vouchers Submitted: \$0.00

Subtotals from the sections above

Receipts: \$0.00

Must equal the amount authorized for each specific petty Cash Fund

Total:

Verified By: _____

Department/Unit Head: _____

Signature: _____
Date: _____

Signature: _____
Date: _____

Custodian: _____