## Petty Cash Count

**As of:** ________________

<table>
<thead>
<tr>
<th>Cash:</th>
<th>Vouchers submitted for processing:</th>
<th>Receipts:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50</td>
<td>Voucher Number:</td>
<td>Amount:</td>
</tr>
<tr>
<td>$20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coin</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Subtotal: $0.00*  
*Subtotal: $0.00*  
*Subtotal: $0.00*

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**Cash:** $0.00

**Vouchers Submitted:** $0.00

**Receipts:** $0.00

**Total:** $0.00

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**Verified By:**

*Signature:* ____________________________  
*Date:* ________________

**Custodian:** ____________________________

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**Department/Unit Head:**

*Signature:* ____________________________  
*Date:* ________________

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**Department/unit requesting permission must select one agency**

**Date funds are physically verified**

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

**Vouchers submitted for reimbursement that have not been received**

**Actual Cash on hand by currency type**

**Clear Fields**

*Subtotals from the sections above*  
*Must equal the amount authorized for each specific petty Cash Fund*