

TENNESSEE TECHNOLOGICAL UNIVERSITY
Petty Cash Reconciliation

(Department)

Currency:

Twenties \$ _____

Tens _____

Fives _____

Ones _____

Total Currency on Hand \$ _____

Coins:

Quarters \$ _____

Dimes _____

Nickels _____

Pennies _____

Total Coins on Hand \$ _____

Other:

Receipts \$ _____

Checks _____

Vouchers _____

Total Other \$ _____

Total Petty Cash Accounted For \$ _____

Overage/Shortage _____
(explanatory memo attached)

Approved Fund Level \$ _____

Fund Custodian _____ Date _____

Administrative Approval _____ Date _____