



McNeese State University
Administrative Accounting Policies and Procedures

Petty Cash and Change Fund Reconciliation

Name of Department: _____

Original Petty Cash Advance \$ _____ (1)

Less:	Cash on Hand	Amount	
	Coins	\$ _____	
	Currency	\$ _____	
	Total Cash on Hand	\$ _____	(2)

Less:	Receipts for Expenditures		
	Department	Amount	
	_____	\$ _____	
	_____	\$ _____	
	_____	\$ _____	
	_____	\$ _____	
	_____	\$ _____	
	Total Receipts for Expenditures	\$ _____	(3)

Subtotal (2) plus (3) \$ _____ (4)

Balance: \$ _____ (5)

If (5) is greater than zero, enter amount of overage: \$ _____

If (5) is less than zero, enter amount of shortage: \$ _____

Date: _____

Fund Custodian: _____

Submit to: Internal Auditor
 Box 93095
 Burton Business Center 404A

Dates Due: Quarter ending June 30:	Due by July 15
Quarter ending September 30:	Due by October 15
Quarter ending December 31:	Due by January 15
Quarter ending March 31:	Due by April 15