

Treasurer - Petty Cash Reconciliation

This form is to be used to reconcile petty cash held by certain COF members. A petty cash fund provides flexibility to the club with some activities while establishing a mechanism to adequately document those activities. All receipts must be deposited in tact, that is, not net of disbursements. All disbursements must be recorded as they occur from petty cash and must be documented. Complete and accurate completion of this form includes attaching supporting spreadsheets, invoices or other documentation.

Receipts

<u>Date</u>	<u>Event/Activity/Vendor</u>	<u>Budget Category</u>	<u>Amount</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
		Total:	_____

Disbursements

<u>Date</u>	<u>Event/Activity/Vendor</u>	<u>Budget Category</u>	<u>Amount</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
		Total:	_____

Submitted by: _____ Date: _____

Treasurer's use only

Petty cash deposit: Date: _____ Total: _____
Petty cash reimbursement: Date: _____ Check#: _____ Total: _____