Student Organization Financial Accounting System
PETTY CASH FUND RECONCILIATION REPORT

RECONCILIATION DATE: _____

Organization Name: _____ Organizational No: _____

Petty Cash Fund No: _____ Authorized Amount of Petty Cash Fund: _____

CASH & EXPENDITURE RECONCILIATION

Cash On Hand (per count):

Currency _____

Coin _____

Total Cash On Hand _____

Paid Receipts on Hand (Receipt Numbers: _____ to _____): _____

RECONCILIATION TOTAL _____

PERSON CONFIRMING CASH: Print Name _____

Signature _____

PAID RECEIPTS SUMMARY

Receipt No.	Vendor	Amount	Receipt No.	Vendor	Amount

TOTAL PAID RECEIPTS $ _____

I do hereby certify that the claims covered by this reconciliation were for organizational expenditures and that the amount therein claims is correct.

Authorized SOFAS Account Signature: _____ Telephone No.: _____

Send completed report to:

Central Accounting and Purchasing Services Office
ATTENTION: LeAnn Ferguson
Carruth-O-Leary Hall, Room 7

Questions regarding this report:
(785) 864-5942
lferguson@ku.edu