

_____ School
Petty Cash Reconciliation
Date: _____

RECEIPTS FOR EXPENDITURES

| Date | Vendor | Amount | Description | Account |
|-------------|---------------|---------------|--------------------|----------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

CASH Twenties
 Tens
 Fives
 Ones

 Quarters
 Dimes
 Nickles
 Pennies

RECONCILIATION

Receipts
Cash
Total

General Ledger

(Over) Under

Prepared by:

Reviewed by:
