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PETTY CASH RECONCILIATION

FUND / LOCATION	CUSTODIAN	COUNT DATE	FLOAT AMOUNT

Cash count

Denomination	Count	Value each	Total	Notes
$100				
$50				
$20				
$10				
$5				
$1				
Quarters				
Dimes				
Nickels				
Pennies				

Cash on hand	
Vouchers / receipts total	
Cash + vouchers	
Float amount	
Over / (short)	
Replenishment requested	

EXPLANATION OF ANY DIFFERENCE

Counted by (custodian) Verified by Date