



THOMPSON RIVERS
UNIVERSITY

Financial Services

PETTY CASH RECONCILIATION

Date: _____
(Required for Replenishment)

Cash in Fund:

_____	X	\$ 100.00	=	\$ _____
_____	X	50.00	=	_____
_____	X	20.00	=	_____
_____	X	10.00	=	_____
_____	X	5.00	=	_____
_____	X	1.00	=	_____
_____	X	.25	=	_____
_____	X	.10	=	_____
_____	X	.05	=	_____
_____	X	.01	=	_____

Total Cash \$ _____

Receipts (attached):

Amount \$ _____ (including PST)

GST _____

Total Receipts _____

Total \$ _____

Petty Cash Float \$ _____

Over / Short \$ _____

Prepared by: _____

Approved by: _____

Note: Original receipts to be attached to petty cash requisition slip.
All must accompany this reconciliation for replenishment of petty cash fund.