The Sheepfold

Petty Cash Reconciliation Form

Date _____ Location _____ Total Cash Rec'd _____

	Telephone	Repairs & Maintenance	Transport'n & Gas	Supplies	Cash Assistance	Other
	7640	7400	7680	7520	6200	
Totals						

Total Cash Expended (Add "Totals" Above)	A		
Cash Returned to Office	B		
Total Cash Accounted for (Add A + B)	C		
Total Cash Received (from top of form)	D		
Add'l Personal Cash - Name of Employee to Reimb: _____	E		
Total Cash Received from All Sources	F		
Cash Over / Short (C Minus F) 6240	G		

Prepared by: _____ _____ Date