

Petty Cash Reconciliation Document

Department / Office: _____ Reconciliation Date: ____ / ____ / ____

Custodian Name: _____ Petty Cash Fund Amount: ₱ _____

Prepared By: _____ Reviewed By: _____

Petty Cash Expenses

Date	Voucher No.	Description	Amount	Remarks
____/____/____	_____	_____	₱ _____	_____
____/____/____	_____	_____	₱ _____	_____
Total Expenses			₱ _____	

Petty Cash Reconciliation

Petty Cash Fund as per books	₱ _____
Less: Total Expenses	₱ _____
Cash on Hand (actual count)	₱ _____
Over/(Short)	₱ _____

Petty Cash Custodian Verified By Approved By

Important Notes

- Ensure all petty cash expenses are supported by official receipts and vouchers.
- Always reconcile the petty cash fund at regular intervals (e.g., monthly).
- Cash on hand plus supporting documents must equal the fixed fund amount.
- Report any discrepancies (over or short) immediately to management.
- Proper authorization is required for replenishment and approval of expenses.