

UNM PETTY CASH FUND RECONCILIATION

Banner Index Number: _____

Banner Fund Number: _____

Add:

Cash on Hand:

Currency \$ _____

Coin \$ _____

Cash Items:

Petty Cash Advances for Purchases \$ _____

Receipts for Purchases # of receipts _____ for \$ _____

Total Cash and Cash Items \$ _____

Less:

Original Petty Cash Balance \$ _____

Difference: (Should be zero) \$ _____

Department Name

Organization Code

Fund Custodian (**please print**)

Phone

Date mm/dd/yy

* New Fund Custodian

Phone

Date mm/dd/yy

*For a change of Fund Custodian