



GOOSE CREEK CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

MONTHLY PETTY CASH RECONCILIATION

Petty Cash as of Date

Account Number

School/Department

Petty Cash Fund Balance

Description

Amount

Currency:

One	_____
Two	_____
Five	_____
Ten	_____
Twenty	_____
Other	_____

Currency Subtotal _____ (a)

Coin:

Penny	_____
Nickel	_____
Dime	_____
Quarter	_____
Half Dollar	_____
Dollar	_____

Coin Subtotal _____ (b)

TOTAL (a) + (b)

Empty rectangular box for the total amount.



GOOSE CREEK CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

DISBURSEMENTS FROM PETTY CASH

Vouchers

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
		Total Vouchers	_____

Total Disbursements from Petty Cash	_____
Total Petty Cash (Currency & Coin Total)	_____
Petty Cash Fund Balance	_____
Amount Over (or Short)	_____

This form must be signed by a preparer and a reviewer - the same person cannot sign in both places

Signature of Preparer

Signature of Reviewer

Date

Date

A copy of this form must be sent to Business Services and Accounts Payable whenever replenishment to petty cash funds is requested, and the principal or immediate supervisor needs to review and sign off.