University of Louisville
Petty Cash Reconciliation Log
Department:_____

Date	Cash on Hand	(+)	Total Receipts On Hand	(+)	Reimbursements In Transit	(=)	Total	(-)	Amount of Beginning Petty Cash	(=)	(Shortage)/ Overage	Initials	Comments
							0.00						
							0.00						
							0.00						
							0.00						
							0.00						
							0.00						
							0.00						
							0.00						
							0.00						
							0.00						
							0.00						
							0.00						
							0.00						

Custodian Signature Date

Authorized Signature Date