

Petty Cash Verification

To: Custodian J. Doe
Department X
Campus address

University policy requires an annual verification of petty cash funds. According to our records, as of (date) _____, you are responsible for a fund totaling \$ _____ .

Please confirm the accuracy of the above amount by signing and returning this verification to the attention of _____, Accounting & Financial Services.

Also, please confirm, in the presence of your supervisor, that you currently have a combination of cash and receipts totaling the amount authorized for your petty cash fund.

Cash on hand: \$ _____ Amount in receipts: \$ _____

Total: \$ _____

The amount of \$ _____ charged to me is correct.

Custodian signature Telephone Date

I have verified that the amount of \$ _____ is on hand in combined cash and receipts as stated above.

Supervisor of custodian signature Telephone Date