

**GEORGIA STATE UNIVERSITY  
PETTY CASH CHANGE FUND COUNT SHEET**

Custodian \_\_\_\_\_ Department \_\_\_\_\_  
 Date of Reconciliation \_\_\_\_\_ Fund Amount \_\_\_\_\_  
 Cash Counted By \_\_\_\_\_ Count Witnessed By \_\_\_\_\_

Currency	Number	Total
\$100		\$0.00
\$50		\$0.00
\$20		\$0.00
\$10		\$0.00
\$5		\$0.00
\$2		\$0.00
\$1		\$0.00
<b>Coins</b>		
\$1		\$0.00
\$.50		\$0.00
\$.25		\$0.00
\$.10		\$0.00
\$.05		\$0.00
\$.01		\$0.00
<b>Total Cash on Hand</b>		\$0.00
<b>Checks</b>		
<b>Total Accounted For</b>		\$0.00

I certify that I counted the contents of the petty cash fund:

Custodian  
 Signed \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

Reconciler  
 Signed \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_