



TOWN OF MARANA
PETTY CASH RECONCILIATION FORM

Table with 5 columns: DATE, EMPLOYEE, BUSINESS PURPOSE, EXPENDITURE LINE, AMOUNT. Includes a TOTAL RECEIPTS row at the bottom right.

Department

Custodian

Signatures

Prepared By: _____

Date: _____

Approved By: _____

Date: _____

PETTY CASH RECONCILIATION box containing: Beginning Cash Balance (A), Petty Cash Receipts (B), Cash On Hand (C), Overage/Shortage (D), Net Petty Cash Reimbursement (E) with corresponding lines.