

The Texas A&M University System Health Science Center Departmental Petty Cash Count Sheet

Department/Activity: _____

Date of Count: _____

How many transactions have you processed from your Petty Cash Fund over the past fiscal year? _____

Cash:

Amount

\$ 50.00 _____
 \$ 20.00 _____
 \$ 10.00 _____
 \$ 5.00 _____
 \$ 1.00 _____
 Coin _____

Subtotal _____

Vouchers Submitted for Processing:

Voucher # Amount

1. _____
 2. _____
 3. _____
 4. _____
 5. _____

Subtotal _____

Receipts:

Vendor

Date

Amount

1. _____
 2. _____
 3. _____
 4. _____
 5. _____

Subtotal _____

Total of Cash, Voucher, and Receipts: _____

Petty Cash Fund Balance to be Accounted For _____

Over/Under _____

Signatures

Prepared By: _____

Primary Custodian _____

Department Head _____