

UNIVERSITY OF GUAM PETTY CASH REPLACEMENT AND RECONCILIATION REPORT

DEPARTMENT:		DATE:	
VOUCHER NUMBER	PETTY CASH NUMBER	GL ACCOUNT NUMBER	AMOUNT
		TOTAL AMOUNT	
		TOTAL AMOUNT OF PETTY CASH FUND	
		LESS PETTY CASH BALANCE ON HAND	
	ACCOUNTING OF THE PETTY	IT IS HEREBY CERTIFIED THAT ALL EXPENDITU ARE FOR NECESSARY GOVERNMENT PURPOSE	S AND
		REIMBURSEMENT THEREFOR IS HEREBY APPR	OVED.
FROM:	TO:		
SIGNATURE (PETTY CASH CUSTODIAN)		SIGNATURE (DEPARTMENT HEAD/APPROVING OFFICIAL)	
CERTIFICATION OF FUNDS BY:			