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Petty Cash Reconciliation (PCR) [1]

For use in reconciling/auditing petty cash funds or change funds.

Download: Petty Cash Reconciliation (PCR) Form [2]

Effective Date: 01/01/2012 (Form revised 05/01/2024 to show OUC branding.)

Frequently Asked Questions

Q: **Who needs to sign this form?**
A: The Custodian signs the form.

Q: **What do I do with this form?**
A: The Custodian is responsible for reconciling, and ensuring the accurate count of, the funds at all times. This form is a resource, or sample template, for completing this count and reconciliation. It is maintained in internal organizational unit files.

Q: **Are there related resources on how/when to use this form?**
A: Yes! See the Finance Procedural Statement Petty Cash and Change Funds [3].

Source URL:https://www.cu.edu/controller/forms/petty-cash-reconciliation-pcr

Links
[1] https://www.cu.edu/controller/forms/petty-cash-reconciliation-pcr
[2] https://www.cu.edu/system/files/pages/343956-petty-cash-reconciliation-pcr/docs/form-pcr-010112-rev-ouc-brand-050124-logo.xlsx?download=true [3] https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-petty-cash-change