

## **Petty Cash Reconciliation (PCR)** <sup>[1]</sup>

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

Download: Petty Cash Reconciliation (PCR) Form <sup>[2]</sup>

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

The OUC has reengineered the finance forms pages to improve user experience by enhancing page design and content. [Learn more here](#) <sup>[3]</sup>.

### **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](#) <sup>[4]</sup>.

**Have a question or feedback?**

### **Questions & Feedback** <sup>[5]</sup>

**Feedback or Question \***

**Your Name**

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## Your Email Address

### CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

Submit

Controller

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**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/doc/form-pcr-010112-rev-ouc-branding-050124xlsx?download=true> [3] <https://www.cu.edu/controller/news/office-university-controller-news/april-5-2024-edition/coming-soon-new-ouc-forms> [4] <https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-petty-cash-change> [5] <https://www.cu.edu/controller/forms/questions-feedback-0>