



UNIVERSITY OF GUAM

PETTY CASH REPLACEMENT AND RECONCILIATION REPORT (FORM ACCTG-05)

(1) DEPARTMENT			(2) DATE
(3) VOUCHER NO.	(4) PETTY CASH NUMBER	(5) ACCOUNT NO.	(6A) AMOUNT
(6B) TOTAL AMOUNT			
(7) TOTAL AMOUNT OF PETTY CASH FUND			
(8) LESS PETTY CASH BALANCE ON HAND			
(9) TOTAL EXPENDITURES			
(10) I HEREBY CERTIFY THAT THIS REPORT PRESENTS A COMPLETE AND CORRECT ACCOUNTING OF THE PETTY CASH FUND FOR THE PERIOD FROM: _____ TO: _____ SIGNATURE (PETTY CASH CUSTODIAN):		(11) IT IS HEREBY CERTIFIED THAT ALL EXPENDITURES HEREIN LISTED ARE FOR NECESSARY GOVERNMENT PURPOSES AND REIMBURSEMENT THEREFOR IS HEREBY APPROVED. SIGNATURE (DEPARTMENT HEAD/APPROVING OFFICIAL)	
(12) CERTIFICATION OF FUNDS BY			