

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.)

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

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](#) ^[4].

Have a question or feedback?

Questions & Feedback ^[5]

Feedback or Question *

Your Name

Your Email Address

CAPTCHA

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

Submit

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>