



UC San Diego Policy & Procedure Manual

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ACCOUNTING PROCEDURES - GENERAL

Section: 300-11 EXHIBIT B-2

Effective: 04/18/1983

Supersedes: Not Applicable

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Exhibit B-2

CASH COUNT WORKSHEET

Petty Cash Fund Date _____
 Name of Custodian _____ Amount of Fund _____
 Name of Activity _____
 Currency: Coins:
 \$1 _____ .01 _____
 \$2 _____ .05 _____
 \$5 _____ .10 _____
 \$10 _____ .25 _____
 \$20 _____ .50 _____
 \$50 _____
 Total Currency _____ Total Coins _____
 Total Cash: Comment:
 Currency ... _____
 Coin _____

 *Petty Cash _____
 Reimbursement Schedule _____
 *TOTAL CASH _____ Cash counted by:

Count Witnessed by: _____

*Provide copy of Petty Cash Reimbursement Schedule with this worksheet.

**Should equal amount issued to custodian. If there is variance, i.e., cash short or over, please fill in, at the Comment section above, the reason for the variance if it is known.