

Custodian: \_\_\_\_\_  
(Print and sign full name -- no initials, no stamps)

University Identification Number (UIN): \_\_\_\_\_

Budget Code: \_\_\_\_\_

Balance of Cash on Hand: \_\_\_\_\_

Outstanding Checks \_\_\_\_\_

Reimbursement Requests Submitted to AP  
Reimbursement Not Yet  
Received \_\_\_\_\_

Total Expenditures  
(Per Reimbursement Request Summary Form, PC-2) \_\_\_\_\_

Total Expenditures  
(Per Reimbursement Request Summary Form, PC-3) \_\_\_\_\_

Total Cash and Expenditures \_\_\_\_\_

Total Authorized Petty Cash Fund \_\_\_\_\_

Cash Over: \_\_\_\_\_ \*\*

Cash Short: \_\_\_\_\_ \*\*

\*\* The cash over/short amount will be charged to the budget noted above with sub-object code 5216.