



DALHOUSIE UNIVERSITY

PETTY CASH COUNT SHEET

Please review the Dalhousie University Petty Cash Policy and Cash Handling Policy on Financial Services website under the Policies section

Date:

Location:

Petty Cash TOTAL:

Cash			
	X 20		
	X 10		
	X 5		
	X 2		
	X 1		
Sub-total Cash			
Coins			
Total Cash			
Vouchers (attach adding machine tape)			
Total Petty Cash Counted (cash and vouchers)			
Difference *			
<small>*If a difference exists this must be reported to Financial Services immediately</small>			

Custodian

Account Holder