SAN DIEGO STATE UNIVERSITY PETTY CASH/CHANGE FUND AUDIT FORM

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DEPARTMENT:					DATE:]
PETTY CASH	() CHANG	E FUND	()					
LOOSE COIN		ROLLED (COIN			CURREN	CY	
COUNT DENOM \$0.01 \$0.05 \$0.10 \$0.25 \$0.50 \$1.00	AMOUNT	COUNT	DENOM 1c .50/roll 5 c \$2/roll 10c \$5/roll 25c \$10/roll 50c \$10/roll			COUNT	\$1.00 \$5.00 \$10.00 \$20.00 \$50.00 \$100.00	AMOUNT
TOTAL LOOSE COIN \$		TOTAL ROLLED COIN\$			TOTAL CURRENCY \$			
TOTAL LOOSE COIN TOTAL ROLLED COIN TOTAL CURRENCY TOTAL CHECKS OUTSTANDING VOUCHERS/RECEIPTS TOTAL COUNTED & VERIFIED		\$	- - -	OUTSTAN	IDING VO	DUCHERS	/RECEIPTS	
AUTHORIZED AMOUNT		\$	_					
CASH SHORT/OVER		\$	-					
Money listed above, intact to me.	, was c	ounted in m	y presence	e on		and ret	urned	
SignedCustodian						Phone # and/or email address		
AUDITED BY:								
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	Print Namo				_			