



**INSTRUCTIONS:** For reimbursement requests, complete Parts A and B. For annual fund verifications, complete Parts A and C.

**PART A FUND RECONCILIATION**

Name of Fund	Date
1. Total of Revolving Fund Vouchers Attached*	\$
2. Items in Transit:	
Outstanding Cash Advances	\$
Deposits/Reimbursement Requests in Transit	\$
Other _____	\$
3. Cash on Hand this Date:	
In Currency	\$
Ending Balance on most Current Bank Statement \$ _____	\$
Less Outstanding Checks \$ ( _____ ) =	\$
<b>TOTAL AMOUNT OF FUND ►</b>	\$

**PART B CUSTODIAN'S CERTIFICATION**

I certify that the above reconciliation accurately portrays the status of the revolving fund in my custody as of \_\_\_\_\_; and that the attached vouchers represent legitimate expenditures of University funds.

Revolving Fund Custodian Signature

**PART C FUND VERIFICATION**

I certify that I am not an appointed custodian for this evolving fund; that I have conducted an unannounced physical count of this fund on \_\_\_\_\_, and that the above reconciliation accurately portrays the status of the revolving fund on that date.

Signature of Verifier

**\*NOTE:** When using this form for unannounced fund verifications, do not attach any Revolving Fund Vouchers, but use this space to list the amounts of any Revolving Fund Vouchers on hand.