CHECK AND VOUCHER RECONCILIATION FORM

This cover sheet is for departments to use for Petty Cash disbursement reconciliation. Please attach all SDSU Disbursements Vouchers and receipts for all Petty Cash checks issued and remit this form and attachments to the Accounts Payable Manager by the 5th day of the month following the disbursement with a copy to the University Controller. Start new fiscal year on a separate form.

Department: _____

Disbursement Voucher (Amount)	Check Number	Check Date	Check Amount	Oracle Account Number
		TOTAL:	-	

Submitted by: _____ **Date:** _____

Attachments: AP Manager w/attachments (MC 1611)
Controller w/o attachments (MC 1615)

Revised 12/18/03