### University System of New Hampshire

**Petty Cash Replenishment Request**
*(For Reconciliation and Replenishment of Cash Funds)*

#### Section A: General Information
- **Type of Fund:** Petty Cash Fund
- **Replenishment Distribution:** Mail Approval to Custodian
- **Custodian’s Name:**
- **Department:**
- **Banner Invoice #:** 1
- **Custodian’s USNH ID:**

#### Section B: Reconciliation
- **Number of Petty Cash Vouchers (PCV’s) in this request:**
- **From PCV#:** to
- **Period Covered:** From To
- **1 Total balance available** *(cash on hand for PC; checkbook balance for Checking)*
- **2 Amount of this replenishment request** *(must equal the INV total & PCVs attached)*
- **3 Outstanding replenishment requests** INV#: 1
- **4 Petty Cash Vouchers in dispute** PCV#: 
- **5 Other:**
- **6 Other:**
- **7 TOTAL** *(add lines 1 thru 6)*
- **8 Authorized Petty Cash Fund or Imprest Checking Account Balance**
- **9 Unexplained Variance, if any** *(subtract line 8 from line 7)*

#### Section C: Departmental Approval
- **Prepared by:**
- **Date:**
- **The disbursements listed on the Petty Cash Vouchers with this request have been reviewed by me, are proper and authorized charges to the accounts indicated, and are in accordance with all applicable USNH and campus polices and procedures. The reconciliation of the fund as shown is true and complete.**
- **Authorized Departmental Signature:**
- **Date:**
- **Print Name:**
- **and title:**

#### Section D: Campus A/P Use Only
- **Approved and Processed by:**
- **FOAPAL**
- **Amount:** $ 

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I hereby acknowledge receipt of cash in the amount

Listed in Line 2 above: ________________________________

*(Recipients Signature)*