

Indiana University Custodial Fund Reconciliation

Complete this version of the reconciliation form if your custodial fund does NOT use a bank account. Submit the completed form via email to adaniels@iu.edu.

To complete the form, enter the applicable information into the areas highlighted green

Custodian Name _____	Authorized Fund Amount _____
Department _____	Cash Counted By _____
BUY.IU Supplier ID _____	Count Witnessed By _____
Date of Reconciliation _____	

CASH ON HAND

Currency	Ct	Coins	Ct
\$1	_____	\$0.01	_____
\$2	_____	\$0.05	_____
\$5	_____	\$0.10	_____
\$10	_____	\$0.25	_____
\$20	_____	\$0.50	_____
\$50	_____	\$1	_____
\$100	_____		
Total Currency	_____	Total Coins	_____

TOTAL CASH ON HAND

Receipts on hand not yet filed for reimbursement _____

BUY.IU Check Requests in Progress

Document #	Dollar Amount
_____	_____
_____	_____
_____	_____
_____	_____
	Total BUY.IU Check Requests + _____
	TOTAL FUNDS ACCOUNTED FOR _____

Authorized Custodial fund Balance

Discrepancy: If this amount is not zero, please explain in detail

Explanation: _____

I certify that on _____ I had in my possession and under my control
in custodial funds and that these funds are being administered in compliance with campus policies and procedures.

Reconciliation Prepared by: _____

Fund Custodian Signature: _____

Fiscal Officer Signature: _____

Revised 5/24