PIMA COUNTY
PETTY CASH RECONCILIATION

AMENDED

(1) Department Name: County Administration Petty Cash Fund

(2) Amount	(3) Fund	(4) Object	(5) Unit	(6) Work Order-Task	(7) Project Fund	(8) Project Code	(9) Paid to	(10) Description
$3.21	1000	5013	0020				Kwiatkowski, Maura	3 Bottles of Dish Soap for Floor Kitchen Area, 07-25-13
$58.33	1000	5018	0020				Kwiatkowski, Maura	Décor items for Board of Supervisors Lunch Room/Kitchen, 12-16-13
$25.00	6002	5007	0500				Carroll, Ray	Fuel Purchase Reimbursement, 08-06-13
$42.49	6002	5007	0500				Carroll, Ray	Fuel Purchase Reimbursement, 12-16-13
$5.00	6002	5007	0500				Carroll, Ray	Reimburse fuel purchase, 06-16-14
$19.85	6002	5007	0500				Carroll, Ray	Reimburse fuel purchase, 06-30-14
$75.65	1000	5000	0025				Kwiatkowski, Maura	Emergency Ink Cartridge Purchase Requested by BOS District 5 (Laser Options shipped incorrect cartridges), 08-02-13
$5.00	1000	5143	0057				Cuaron, Celina	Fee for copy of police report for Kino Sports Complex burglary, 09-11-13
$23.23	1000	5000	0147				Kwiatkowski, Maura	Printer Ink Cartridge for Huckelberry home office, 10-10-13
$34.57	1000	5000	0147				Kwiatkowski, Maura	Reimburse for rechargeable batteries - immediate CHH need, 06-24-14
$32.46	1000	5003	0147				Huckelberry, Chuck	Reimburse lunch meeting with Tucson Mayor Rothschild, 06-05-13
$47.52	1000	5003	0147				Castro, Joni	Election Integrity Commission Meeting Refreshments, 06-21-13
$40.83	1000	5003	0147				Castro, Joni	Election Integrity Commission Meeting Refreshments, 07-19-13
$28.73	1000	5003	0147				Huckelberry, Chuck	Reimburse lunch meeting with Tucson Mayor Rothschild, 12-27-13
$40.00	6002	5007	0500				Huckelberry, Chuck	Fuel Purchase Reimbursement, 06-28-13
$30.79	6002	5007	0500				Moffatt, John	Reimburse fuel purchase for Military Affairs Committee Meeting - PHX
$15.12	1000	5020	0147				Toussaint, Yvonne	Reimburse for purchase of replacement coffeemaker
$5.00	1000	5140	0147				Huckelberry, Chuck	Parking fee for meeting at The University of Arizona, 10-23-13
$20.00	1000	5143	0147				Kwiatkowski, Maura	Corporation status check fee, Delaware Division of Corporations, 07-26-13
$4.30	1000	5018	0147				Kwiatkowski, Maura	Two sympathy cards from Huckelberry to two County employees, 09-17-13
$71.40	1000	5018	0147				Kwiatkowski, Maura	Miscellaneous Office Décor Items 10-28-13
$16.18	1000	5018	0147				Kwiatkowski, Maura	Decorations for Floor 10 Holiday Tree, Pima Vocational,Animal Care 11-25-13
$4.30	1000	5018	0147				Kwiatkowski, Maura	Poinsettia for Floor 10 Lobby Table, 12-02-13
$9.26	1000	5018	0147				Kwiatkowski, Maura	Floor 10 Holiday Tree Ornaments 01-02-14
$10.78	1000	5018	0147				Kwiatkowski, Maura	Plant for Floor 10 Lobby Table 01-11-14
$6.48	1000	5000	0149				Moffatt, John	Batteries for PowerPoint Presentation Laser Pointer, 06-12-13
$6.00	1000	5140	0149				Moffatt, John	UA Parking Garage Fee for Meeting, 03-25-14
$20.00	1000	5140	0149				Bravo, Teresa	Reimburse for economic development workshop fee (Moffatt+Bravo)
$3.35	1000	5003	2159				Fyffe, Nicole	Refreshments for Conservation Acquisition Committee Meeting, 10-10-13
$19.36	1000	5003	2163				Fyffe, Nicole	Refreshments for Chinese delegation meeting, 10-10-13

$724.19 (11) Total Expenditure

Fill in Boxes as they correspond to the numbers on the form.

1)

	(12) Cash Advance
$25.81	(13) Cash on Hand
$750.00	(14) Total of Lines 11, 12 & 13
$750.00	(15) Authorized Petty Cash Fund Amount
$0.00	(16) Overage/Shortage (line 14 minus line 15)

2)
3) Fund Number to be Charged
4) Account Number to be Charged
5) Center Number to be Charged
6) Synergen Work Order & Work Order Task
7) Project Fund (Completed If Department Uses Project Accounting)
8) Project Code (Completed If Department Uses Project Accounting)
9) Name of Establishment Where Purchase was Made
10) Description of Item(s) Purchased
11) Total of All Amounts Listed Above
12) Cash Advanced to an Employee for a Purchase
13) Actual Count of Cash Remaining in Petty Cash Fund
14) Sum of Line 11 + 12 + 13
15) Total Authorized Amount of Petty Cash Fund
16) Line 14 minus Line 15
17) Prepared by
18) Department Authorization

(17) Prepared by: Maura Kwiatkowski		(18) Department Authorization	
Custodian Signature	Date 07-10-14	Authorized Signature	Date 07-10-14
Maura Kwiatkowski Print Name	Phone 724-8587	Jan Lesher for C.H. Huckelberry Print Name	Phone 724-8751