**CASH BREAK-UP FORM**

**This form is to be completed for any Cash Requirements**

* **Petty Cash and Advance Requests – Please complete this change form and submit, by email, with each Petty Cash or Advance request sent to the Accounts Office.**
* **The amount of funds requested must equal the total amount of this break-up.**
* **Paperwork will be returned to sender if this form is not included as an attachment.**

Advance Name/Petty Cash Faculty Name ……………….…………………………....

Amount required $..............................................................................

Name of person collecting the cash ………………………………………….

Contact Telephone Number ………………………………………….

|  |  |  |  |
| --- | --- | --- | --- |
|  | Denomination | $Value |  |
|  | X $100 notes  |   |  |
|  | X $50 notes  |  |  |
|  | X $20 notes  |  |  |
|  | X $10 notes  |  |  |
|  | X $5 notes  |  |  |
|  | X $2 coins  |  |  |
|  | X $1 coins  |  |  |
|  | X $0.50c coins  |  |  |
|  | X $0.20c coins  |  |  |
|  | X $0.10c coins  |  |  |
|  | X $0.05c coins  |  |  |
|  | **Grand Total**  | 0 | Press F9 to update total |

* Cash will be available from Banking & Receipting Office on the Tuesday following a Thursday payment run if your request has been authorised in Basware by the Wednesday before.
* It is advised to contact Banking & Receipting on 8201 3739 to check the monies are ready for collection prior to arriving to collect them.

**IMPORTANT** - **The person collecting the monies will be required to:**

 Certify that a credit card is not a viable option for this transaction.
 Ensure the funds will be held in a safe in the relevant area.
 Organise a security escort – security@flinders.edu.au.
 Go to Banking & Receipting to collect the cash.
 Bring your staff card as ID.
 Bring original documentation (ie: Advance form or Petty Cash spreadsheet signed as checked) this will be stamped by Banking & Receipting once funds have been handed over to you.
 Check the cash is accurate and sign for it.
 Cash will be checked by two parties before being secured in the faculty or unit.
* **I have read, understood and will take the required action for the above.**

**Person collecting the cash – Name ………………………………………………………**

**Signature …………………………………………………**

**(NOTE : Any discrepancies in the cash will be the responsibility of the Faculty after the cash has been collected)**

 *Updated: 15/10/15*