

PETTY CASH FLOAT AUDIT RECORD

Date

Faculty/Division

Cash On Hand \$

Value of acquitted dockets \$

Equals value of total float \$

Difference (provide explanation if not nil) \$

Security Observed

Procedures Observed

Appropriate documentation attached to vouchers? Yes / No

All expenses are for bona fide University business only? Yes / No

Receipts and other evidence marked "paid"? Yes / No

Paid vouchers properly signed and authorised? Yes / No

Amounts paid do not exceed \$50 (plus GST)? Yes / No

Transactions have not been split to fall below \$50 limit? Yes / No

Comments

Signed

Full Name

Date

Title