|  |  |
| --- | --- |
|  |  |
|  | REQUEST FOR**NEW PETTY CASH FLOAT** |
|  |  |

**To:** Central Accounts Supervisor

 Union Building

 Level 0

***Please issue a new Petty Cash Float:***

**Department:** **Amount $**

**Custodian:** ***(****Print Name)*

Reason for new Petty Cash Float: ………………………………………………………...

………………………………………………………………………………………….....

…………………………………………………………………………………………….

Specify security in place for new Petty Cash Float: ……………………………………...

…………………………………………………………………………………………….

…………………………………………………………………………………………….

I have liaised with the Security Office and certify that our office has adequate secure storage for the Petty Cash Float. I certify that I have read the Petty Cash Policy and Procedures, and agree to comply with the procedures and security at all times.

     /     /      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Date) (Signature of new Custodian)

**Authorised by Supervisor: Approved by Resource Officer:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of Supervisor) (Signature of Resource Officer)

***(This form is to be completed for an Increase in the Petty Cash Float and forwarded to Central Accounts Office)***

Office Use Only:

Nearest Petty Cash Float: …………………………………………………………………………………...

Security adequate: Yes/No Training: Yes/No

Training Time/Place: …………………………………………………………………………………

 Last updated: 29/1/15

|  |
| --- |
|  |