



Date:			
Department:			
Location:	Building:		Room #:
Amount: \$			
Custodian Name:			
Custodian Local:			
Supervisor Name:			
Supervisor Local:			
Type of Cash Float:	Petty Cash:		Change:
Reason for Cash Float:			

Instructions:

1. To obtain a cash float, complete this form, attach to a Payment Requisition, authorized by the supervisor, and forward to Accounting Services. Retain a copy of the form for department records.
2. The cash float should be kept in a locked location at all times, and access to the float should be limited to only the authorized custodian.
3. Advise Accounting Services of any changes to the location, custodian, or supervisor of the cash float.
4. To replenish a petty cash fund submit a cheque requisition, with attached original receipts and supervisor's approval.
5. Please read the standard procedures for Petty Cash Funds, Handling Cash and Cash Handling Controls on the Accounting Website at <https://www.uvic.ca/vpfo/accounting/resources/index.php>

I have read, understood, and agree to the instructions and procedures outlined by Accounting Services.

--	--

Custodian Signature

Supervisor Signature